Updates From Your International Certification Committees
These reports were presented to the Board of Directors for Their Annual Meeting.

110th Annual Conference and 28th Annual School
St. Petersburg, Florida

LEVEL I – SIGNS AND MARKINGS
The Level I Signs and Markings Program has been released, and is being utilized by a majority of the Sections. At the 2005 Mid-Winter meeting, I provided the International Office with the corrections and updates needed to bring the manual into 2003 MUTCD compliance. I am currently reviewing these updates and should have the manual ready for print at the 2005 Annual Conference.

The audio/visual material has not been updated. At the Mid-Winter meeting, $7,000 was earmarked to update and incorporate these changes.

LEVEL II – SIGNS AND MARKINGS
The Level II Signs and Markings Program has been released, and is also being utilized by a majority of the Sections. This program, as did Level I, needed revisions to ensure 2003 MUTCD compliance. These revisions were completed and sent to the International Office to incorporate them into the manual. As anticipated at the Mid-Winter Meeting, these updates were not as extensive in nature as the updates to the Level I Program.

LEVEL III – SIGNS AND MARKINGS
No update at this time.

RENEWAL PROGRAM
Renewal questions (25 questions) for all levels have been sent to International Office.

Lenny Hulme - Signs and Markings Specialty Chairman

Traffic Signal Certification Committee
2005 Annual Conference Report

The following document provides a brief summary of the activity of the Traffic Signal Certification Committee (TSCC) and programs. This document was prepared in June 2005 in preparation for the Annual Conference to be held in August 2005 in St. Petersburg, FL.

Existing Programs Update
1. Traffic Signal Level I
   • Update/Addendum of Moderator’s Manual was completed in March 2005

2. Traffic Signal Level II - Bench, Field
   • Update/Addendum of Moderator’s Manual was completed in March 2005

3. Traffic Signal Level III - Bench Technician
   • The committee has prepared a Detailed Course Service Request (DCSR) for the program update. The DCSR was sent to Director of Education for approval in September 2004. Some minor edits are being made to the DCSR and it will be resubmitted for approval and action by the Foundation. The approximate cost is $10-12k.

4. Traffic Signal Level III - Field
   • The review course and exam have been given in numerous sections including the Middle Atlantic and Rocky Mt. Sections.
   • The review course and exam have received positive feedback.

5. Traffic Signal Inspector
   • Because of issues with compatibility and A/V quality, the Middle Atlantic Section has made a request to the IMSA Education Foundation to make a digital copy of the Traffic Inspector PowerPoint presentation.
   • The Middle Atlantic Section has offered to perform this task and supply the International Office with copies of the VHS/CDs/DVDs.
   • The Middle Atlantic Section has offered to absorb the costs associated with this undertaking.

6. Microprocessor Course
   • The committee agreed that although minor changes could be made, this Microprocessor Course will remain as is for the foreseeable future.

7. Electronics in Traffic Signals (EITS)
   • The committee agreed that although minor changes could be made, this EITS will remain as is for the foreseeable future.

   • At the Mid-Winter Meeting in St. Pete in February

Continued on page 26

IMSA Journal
2005 earlier this year, the committee discussed the need for once again making the overhaul of the existing Traffic Signal Preventative Maintenance Manual prepared in 1994 a higher priority.

- A draft outline for a new/updated manual was prepared.
- A DCSR for a new Traffic Signal Maintenance Management Manual (including outline) was submitted by the committee to the Foundation in June 2005.

New Programs Update
1. Traffic Signal Level II - Four Modules
   a. Traffic Signal Level II – Construction Technician
      - The DCSR is currently being finalized by the committee and will be resubmitted to Director of Education in August 2005. The estimated cost of development of this program is $50-75k.
   b. Traffic Signal Level II – Design/Engineering Technician
      - An outline has been prepared and distributed to the committee for review and comment.
      - A DCSR was submitted in March 2005 by the Ontario Section to the Foundation with approval of the committee for Level II Design/Engineering Technician program. Material from this existing Canadian course may be able to be used in developing the Traffic Signal Level II Design/Engineering Technician Certification program.

Summary of DCSRs
6. Traffic Signal Level III – Bench Technician – TSCC is finalizing DCSR for submittal to Foundation at Annual Conference in August 2005
7. 170 Training Manual (Ontario Section) addition of Wapiti Software Module – DCSR pending submission to Foundation (TSCC will be discussing this at Annual Conference in August 2005)

Focus for Upcoming Year 2005/2006
- Finalize DCSRs for:
  - Update of Traffic Signal Level III Bench Technician Program
  - New Traffic Signal Level II Construction Technician Program
  - Start work on development of the above programs depending on funding availability from the Foundation
  - Continue with the development of an outline for new Traffic Signal Level II Engineering Technician Program

Work Zone Committee Report

MICHIGAN SPECIFIC CERTIFICATION
Status has not changed from the last report. As soon as the Michigan Supplement to the MUTCD is published all the Michigan Specific Certification programs will be updated to reflect the new manual. This will be completed by Don Wiertella in the summer and fall of 2005.

It is my understanding that the 25 question renewal exams for each of the three Michigan Specific Certification courses are in the possession of the International and are available for use by the International.

WORK ZONE TRAFFIC CONTROL SAFETY
Status of the Work Zone Traffic Control Safety has not changed from the last report. Aron Larson has reviewed the certification Manual and has found several items that needed corrections. These corrections have been reviewed by Don Wiertella. The corrections have been transmitted to Sharon Earl with the request to have the International office make the changes.

The 25 question renewal exam for this program is in the possession of the International and is available.

FLAGGER CERTIFICATION
The status of the Flagger Certification has changed. We are at the point of completely eliminating the use of the Evergreen Safety Council Flagger Certification training manual and using the Michigan Traffic Regulator, with corrections to match the Federal Manual on Uniform Traffic Control Devices, as the only and official flagger certification program, Don Wiertella will make the required changes and the electronic changes to the manual will be completed by the International Office. We anticipate that there will be no costs associated with this revision. A more complete history will be presented by Don Wiertella at the annual meeting.

The 25 question renewal exam for THE EXISTING FLAGGER programs is in the possession of the International and is available.

More updates continued on page 29
Updates From Your International Certification Committees . . . Continued from page 24

Work Zone Traffic Control Safety Canadian Edition

The newest version of the Work Zone was not turned over to this committee for edit until March of 2005. Work on the edit of the Work Zone manual is proceeding, however, during the warmer weather months everything seems to proceed a little slower.

Chapters 2 and 3 have been submitted to the edit review committee. Committee volunteers in the Ontario Section and the Western Prairie Section that are part of the Canadian Certification Committee are providing the edit review.

At this point it is expected that this work should be completed by the end of November given the holiday scheduling over the summer months.

Canadian Certification Committee (CCC)
Submitted by Len Mierau

We have filled most of the positions on the committee. The list of members for the various disciplines of the Canadian Certification Committee are as follows:

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<th>BC Section</th>
<th>Ontario Section</th>
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<td>Patrick Livolsi</td>
<td>Paul Batchelor</td>
<td>Sal Ficaccio</td>
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<td>Riyaz Mithani</td>
<td>Mike Flanigan</td>
<td>Jim Mcliveen</td>
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<td>Len Mierau</td>
<td>Ron Whitelock</td>
<td>Cory Bennett</td>
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<th>Work Zone</th>
<th>Signs &amp; Markings</th>
<th>Traffic Signals</th>
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<td>Len Mierau</td>
<td>Gregg Kenward</td>
<td>Joseph Quan</td>
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<td>Rob Barr</td>
<td>Jim Keefe</td>
<td>Andrew Beal</td>
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<td>June Magbitang</td>
<td>Rob Declair</td>
<td>Jim Mcliveen</td>
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The remainder of the certification disciplines have not been filled as yet, but we are working on that. There will be members that will be added to this committee from the newly formed Atlantic Section. John Hopkins has been appointed as their Certification Chairman, and he has agreed to sit as one of their three representatives of the CCC.

Once their structure is in place, each of the CCC’s specialty sub committees can then chose their representative to sit as a member of the respective Specialty Chair’s sub committee.

Committee terms of reference still have to be completed, and there will be committee representation available for most disciplines. At this point we have representatives at work on the Work Zone Canadian Edition and the Traffic Signal Certification re-writes.

More updates continued on page 30

Len Mierau, Canadian Certification Committee Chair
Updates From Your International Certification Committees . . . Continued from page 29

Fire Alarm Committee Report

Marketing:
- AFAA,
- NFPA
- Fire Chief’s Association Schools
- R.J. Reynolds, Oneida, NY
- New England

Bob Gillespie, Fire Alarm Committee Co-Chair
George Allen, Fire Alarm Committee

Dispatch Committee Report

Dispatch I & II will be combined to “Telecommunication I”
- RFP forwarded to Foundation
- Pictures received from different members to be used in the PowerPoint presentation
- Recertification Quiz was completed and forwarded to the IMSA Office.

Carrie Shaw, Dispatch Committee Chair

Special Education Projects

Submitted by Larry Parks & Len Mierau

At the mid winter meeting this committee reported that we were ready to launch our first 2 modules of the Special Education Projects, which were as follows:
- Traffic Signal Preemption
- Traffic Signal Coordination

The template has been completed and we have enlisted the assistance of a retired teacher from Capilano College to guide us in the PowerPoint presentation materials.

At the same mid winter meeting we requested funding to proceed with this project. This committee will be submitting CSRs to request funding.

We have had some volunteers that would like to assist on some of the subjects and there has been a significant amount of information from some of our vendors for these projects, but again, until we have the funding in place for the work to be completed, this project has been tabled.

Larry Parks, Special Education Projects

R.W.L. Committee Report

Roadway Lighting I
The program is running fine. I have not received reports of anyone having problems with Roadway Lighting I.

Roadway Lighting II
As of 6/19/2005 the Foundation is in the process of finalizing the R.F.P. Hopefully, the committee will review prior to our meeting in St. Pete in August. This is the first certification under the new agreement between IMSA and the IMSA Foundation. Therefore, a little more time has passed in order to make sure all is completed properly.

Again, I would like to thank the Foundation, Director of Ed, and the Roadway Lighting Committee for doing a great job on this project.

George Baureko, Roadway Lighting Specialty Chair
Mike Licalzi, Roadway Lighting Co-Chair

Sharon Earl, Acting Director of Education

Acting Director of Education Report

As “Acting Director of Education” this past year, I would like to thank, the International Certification Committee members along with IMSA Educational Foundation Secretary, Doug Aiken for answering my many questions and emails. All of the Specialty Chairs have been extremely busy this year. I can’t say enough about this outstanding group of individuals and their dedication to the IMSA Certification programs.

The Director of Education position is definitely a position that needs a lot of time put into it. There is so much going on and so much to keep track of, it is very time consuming to keep all these programs straight.

The working relationship between the IMSA Educational Foundation, the International Office and Specialty Chairs continues to grow stronger. The Certification Program Preparation Template has been updated so it is compliant with the 2004 approved motions made at the Denver meeting and

Continued on page 32
IMSA Journal

Page 30
Education Report . . .

will be followed with the new courses being developed.

Since the 2005 Mid-Winter meeting in St. Pete Beach, FL, there have been several actions that have taken place.

- Course Service Request (CSR) form submitted for Safety Chapter to be inserted in Signs and Markings I - This has been approved and is completed.

- Course Service Request form submitted for Safety Chapter to be inserted in Traffic Signal I - This has been approved and is completed.

- Minor edits to the end of chapter quizzes in the Work Zone Traffic Control manual have been submitted and are being updated.

- The final draft of the Roadway Lighting Level II Request for Proposals has been given to the Roadway Lighting Committee for last minute comments. The Foundation is hopeful the Committee will have all comments back the week of July 13th so that the RFP can go out.

- The Detailed CSR form for the Preventive Maintenance program was submitted to the Foundation on 4/28/05. As of this memo, the Foundation has requested additional information from the Traffic Signal Committee as to the direction they will be taking this program.

- A CSR form for a Wapiti Local Intersection Software and Wapiti Master Software module to be added to the current 170 training course was submitted. The Traffic Signal Committee agreed this would be a good addition. It is being given to IMSA at no charge. Tom Miller to submit the material to the International Office for the Committee’s review.

- A DCSR form for the Traffic Signal Level I manual was submitted to the Foundation. As of this memo, the Foundation has voted to proceed with the funding for this project. In accordance with the agreement between IMSA and the IMSA Educational Foundation, Doug Aiken will be sending a formal notification in the form of a Materials Preparation Form. The Foundation will then proceed with the Request for Proposals as outlined in the Program Development Management Process.

- A DCSR form has also been submitted to the Educational Foundation for the Traffic Signal Level II Design course. The committee is awaiting action. This item is currently #6 of the priority list.

- Lenny Hulme has submitted new photos and updated verbiage for the Signs and Markings Level I and II manuals. Lenny has personally updated these two manuals so that they are compliant with the 2003 MUTCD. Amanda Santell at the International Office has made the minor edits. This was all done at no cost to the IMSA Educational Foundation.

At the February 2004 Mid-Year Certification Committee meeting, the discussion was started regarding the use of PowerPoint presentations with our program. To update you, this is still not a simple task of removing one sound track and inserting another. A totally new voice over is cheaper to do. I have continued the research that Brian Stotler started on this. It is true that if you go into almost any educational session at an association’s annual meeting, you’ll see a speaker standing in front of a laptop computer with a screen looming behind. In the best circumstances, the screen shows slides of relevant points, pertinent pictures, and creative charts. In the worst circumstances, the screen is a jumble of small text, exploding headlines, and unreadable graphics.

Research shows over the past five years, electronic presentation software such as Microsoft’s PowerPoint has become the industry standard, but a bad PowerPoint presentation can MUDDLE the message our Moderators want to convey. I have found a few guidelines for creating PowerPoint presentations that I want to share with you. As you read them, please keep in mind how IMSA Moderators present our current programs.

- Remember that our Moderators should now be the presenters, not the PowerPoint presentation. The slides are to be used to emphasize a point, keep the Moderator on track, and illustrate a point with a graphic or photo. They are not to read the slides.

- Don’t make your audience read the slides either, was another key factor. Keep text to a minimum (6-8 lines per slide, no more than 30 word per slide). The bullet points should be headlines, not news articles. Write in sentence fragments using keywords, and keep your font size 24 or bigger.

- Make sure the presentation is easy on the eyes. Stay away from -weird colors and busy backgrounds. Use easy-to-read fonts such as Arial and Times New Roman for the bulk of the text, and, if you have to use a funky font, use it sparingly.

- Never include anything that makes you announce, “I don’t know if everyone can read this, but... ” Make sure they can read it before you begin. Print out all the slides on standard paper, and drop them to the floor. The slides are probably readable if you can read them while you’re standing.

- Leave out the sound effects and background music, unless it’s related to the content being presented. If you haven’t made arrangements to have the proper equipment in the room before the presentation, the audience members might not be able to hear your sound effects anyway. The same goes for animated graphics and imbedded movie files. The sounds and animated graphics will not be functional on the synchronized version, of the webcast.

- Yes, you can make the words boomerang onto the slide, but you don’t have to. Stick with simple animations if you use them at all. Remember that some of your audience may have learning disabilities such as dyslexia, and swirling words can be a tough challenge. These animations will not be functional in a webcast version either. (I mention webcast due to past committee discussions. This is additional information only.)

- Proofread, proofread, proofread. You’d hate to discover a misspelled word in front of your colleagues.

- Practice, practice, practice. The more times you go through the presentation, the less you’ll have to rely on the slides for cues and the smoother your presentation will be. PowerPoint software allows you to make notes on each slide, and you can print out the notes versions if you need help with pronunciations or remembering what comes next.

With the above recommendations, I ask you, how may we help our IMSA Moderators to be better prepared?

I continue to work with Doug Aiken updating the Certification News and Information page on the web. I hope that our members find this page useful.

Brian Stotler remains IMSA’s representative to NJATC. I have updated the IMSA PowerPoint presentation for Brian to take to NJATC’s National Training Institute the first part of August. As we grow with NJATC, it is hopeful that IMSA’s Fire Alarm programs will take off. We also need to pursue how NJATC can assist IMSA with obtaining CEUs for those members who wish to acquire them.

In closing, I would like to thank everyone who has been supporting me in my position of “Acting Director of Education”.

Updates From Your International Certification Committees . . . Continued from page 30