

Frequently Asked Questions (FAQ)

Enrolling in classes

How do I enroll in classes? Follow the step-by-step instructions at <https://iowadot.gov/training/technical-training-and-certification-program>. These instructions are also printable.

What if I can't remember my username and/or password? Contact the TTCP administrators at dot.ttcp@iowadot.us or by telephone. We can look up your username. We do not have access to your password. You can reset your password on the [Workday Learning](#) sign-in page. Brian Squier 515-290-5998 or Hope Arthur 515-509-8302.

I don't have an e-mail address for work, but the system requires an e-mail address. An e-mail address is required as this is how all notices are sent to you via the Learning Management system, including registration confirmation notices. Use an individual email that you have access to and is personal to you.

I need to sign 6 people up for classes. Why can't I just sign them up under my username and password? Everyone needs a unique account, as this is their official training record with the Iowa DOT. If they take training under your account, the record will show that you completed the training, not them. They will not get credit.

Can I use someone else's account to take my training? The technical answer is yes, you can. However, that person is going to get credit for it. You will not get credit for it, because there is no record that you completed it.

Do I have to bring all my people into the shop to sign up? If you have their information, a training coordinator can set up accounts for them and assign them usernames (email address) and passwords. You must use an individual email that you/they have access to and is personal to them. Be sure to share the information with them!

I didn't receive a confirmation notice when I registered for a certification class, or I reset a password and didn't get an e-mail. • Check the e-mail address that you entered in Workday Learning for accuracy. • Check your "spam" or "junk" folders. Notices are coming from Iowa DOT Workday DOT.WorkDay@iowadot.us • Some companies have blocks in place. Check with your IT person.

Paying for classes

Can you send me an invoice? The confirmation notice that you receive via e-mail when you register for a certification class is also the invoice for the class. Additional invoices are not sent out.

Can I pay by credit card? Currently, we are not able to process payment by credit card.

Where do I send payment? And to whom? Make checks payable to Iowa DOT and send to: Iowa DOT 800 Lincoln Way Ames, IA 50010 Attn: Hope Arthur. Payment remittance information is also located at the bottom of your confirmation notice/invoice.