

 <p style="text-align: center;"><b>Bulletin</b> <b>Statewide Program Unit</b> <b>Certification Program Office (CPO)</b></p>	NUMBER	101_2	SUPERSEDES	New
	EFFECTIVE DATE	02/25/2015	PAGE NUMBER	1 of 1
	REFERENCE	ODOT Certification Program		
	TARGET AUDIENCE	LAL's, Region Managers		
SUBJECT	CPO- Work Plan			
	cc	Mark Foster		

**PURPOSE:**

Share current work activity and personnel additions with program stakeholders.

**BULLETIN INFORMATION:**

The CPO resides in the Active Transportation's Statewide Program Unit. A Certified Program Coordinator position has been created to assist the Program Manager with Program responsibilities.

**Current CPO Work Plan Program Activities:**

- Clarify and document roles and responsibilities of CPO – specifically defining program oversight and coordination responsibilities compared to regional certification project delivery oversight.
- Development of Technical Program Guidance for each area of certification which will supplement the Local Agency Manual (LAG). This guidance is more detailed in nature than the LAG and will clearly define the roles, responsibilities, and the required process steps to become certified in a specific area.
  - Guidance Documents and Process maps have been developed for Consultant Selections – Direct Appointment.
  - Guidance Documents and Process map are currently being developed for Consultant Selection-Formal/Informal.
- Build and maintain certification project database
- Publish informational program bulletins
- Update IGA Desk Reference
- Update LAG manual
- Quality control plan guidance and tracking
- Program Annual calendar

**Future**

- Development of Technical Program Guidance
  - Design
  - Construction
- Develop performance and tracking information for certification program and project reporting
- Post Certification Guidelines
  - Once the LPA is certification what is the process
  - How do we manage certification projects once they are certified, where are the touch points and check-ins

**Feedback:**

We are always trying to continually improve. Please provide any feedback regarding this document to Marilyn Merritt or Mark Foster.

<p><b>Mark Foster</b> Program Manager, Certified Program Office Statewide Program Unit, Active Transportation <a href="mailto:mark.a.foster@odot.state.or.us">mark.a.foster@odot.state.or.us</a> 503-986-3649</p>	<p><b>Marilyn Merritt</b> Certified Program Coordinator, Certified Program Office Statewide Program Unit, Active Transportation <a href="mailto:Marilyn.MERRITT@odot.state.or.us">Marilyn.MERRITT@odot.state.or.us</a> 503-986-4258</p>
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