




Delivery & Operations Division Operational Notice

Operational Notice Number PD-06a	Original Effective Date March 24, 2022	Revised Effective Date	Review or Rescind Date March 18, 2024	Reviewing Position Statewide Project Delivery Branch 
Operational Notice Title Certification for Transportation Project Management			Topic or Program Training, Certification	

Purpose

To provide guidance in acquiring and renewing project management certifications, and to state the Division’s commitment in support of this effort. Department of Administrative Services (DAS), ODOT policies, and AEE contract take precedence over this notice.

Background and Rationale

To support ODOT’s vision as an employer of choice in our local communities, ODOT is committed to elevating transportation project management as a discipline and encourages employees who **manage transportation projects** to gain competencies in project management principles. This operational notice provides guidelines for ODOT managers and employees to support employees in acquiring project management certifications.

Certifications

Many positions in ODOT manage and lead, or are part of the development and delivery of complex transportation projects that include multiple teams to ensure that the projects are delivered according to requirements for scope, schedule, budget and quality. Others are responsible for planning projects, programs, and managing project portfolios. ODOT encourages employees working in transportation project development and delivery, and other disciplines, to acquire project management certifications.



Delivery & Operations Division Operational Notice

Action Required or Process

Certification Support:

The employee Development Plan will be used to document all agreed upon tuition, registration fees and reimbursement(s).

A. Oregon Project Management Certification Program (OPMCP): For employees pursuing certification, ODOT may pay up to 100% of the registration fees and class time. The registration fees will be paid directly to the Department of Administrative Services (DAS) by the agency. The employee must attend all classes in the cohort and pass the final exam within the specified timeframe.

- The cost of the classroom materials for the cohort are included in the tuition, including the latest edition of the Project Management Body of Knowledge (PMBOK). The employee is responsible for purchasing other study materials.
- Homework assignments and study time for exams is the responsibility of the employee.
- The employee must submit documentation to their manager from DAS that they have passed the exam.
- Per DAS, employees have three chances to pass the exam without additional fees.
 - If an employee fails to pass the exam after three attempts, DAS requires the employee to retake the entire course at their own expense.

B. Project Management Professional (PMP): through the Project Management Institute (PMI)

For employees pursuing PMP certification, ODOT may reimburse;

- The Project Management Body of Knowledge (PMBOK) guide;
- Exam preparatory courses and study materials (up to \$1,000);
- One time PMI membership; and



Delivery & Operations Division Operational Notice

- The test fee upon evidence of passing the required Project Management Professional exam. The employee must take the final exam within the specified timeframe required by PMI.
- The employee must submit documentation of passing the exam from PMI with their request for reimbursement and notify their supervisor upon receipt of professional certification.

The [State Library of Oregon](#) is a good source for study materials for both exams. The Library has access to many databases including [O'Reilly](#) at no cost to those employed by the state of Oregon.

For employees who have earned their Oregon Project Management Associate (OPMA) certification, a manager may grant paid time off and/or reimbursement for an employee to pursue additional certification including the PMP if it contributes to the Department and unit operational needs. See AEE contract, Article 46, Section 1(H). This article relates to professional exams and should be referenced under Time off for Exams below.

Study Time

Managers may provide an hour-for-hour match of paid time up to a maximum of 24 hours of Department time to study for an examination. For each employee, this opportunity applies once for each exam listed above. This study time:

- Must be approved in advance and in writing by the manager through the use of the employee Development Plan on Workday;
- Must be used at a central workplace or approved alternate workplace¹;
- Must be accomplished within 4 months of the employee's scheduled test;
- Is not eligible for overtime (due to the employee's personal study time being voluntary);

¹ As per [DAS policy 50.050.0](#): "A workplace alternate to the central workplace that is within the employee's residence, or in a location requested by the employee and approved by the agency."



Delivery & Operations Division Operational Notice

- Is a maximum of 24 hours paid (Department) time matching 24 hours of an employee's personal time, for a total of 48 hours or 48 hours pre-arranged, on-site study time.
- The employee Development Plan in Workday will be utilized to document any arrangements for study time for an employee to prepare for the exams.

Time off for Exams

In accordance with policy or Collective Bargaining Agreement language, management may grant employees a reasonable amount of time off to take the test during work hours. Employees must provide reasonable notice and obtain supervisor approval. For specific criteria and details, review [DAS Policy 60.000.10 Special Leaves with Pay](#); SEIU Article 45 Filling of Vacancies; and AEE Article 10.8 (1) (L) Leave of Absence with Pay.

Reporting of Progress

The employee Development Plans in Workday that show exam reimbursement or study time will be collected and summarized by ODOT Human Resources Learning & Development. This information will be shared with Delivery and Operations Division management for the performance measurement of the program to maintain/increase the number of employees pursuing certification.

Training Tuition and Reimbursement Approval Procedure

Upon a request for 100% reimbursement (training and examination fees), the supervisory manager will forward it to the appointing authority for approval. If approved by the appointing authority, the division administrator exception letter will be attached for reimbursement. (See PD-06a Exception Letter, Attachment A).

ODOT Financial Services has established an activity code to track the professional strategy implementation costs (study time, tuition & exam fee reimbursements). The code is:

018 Professional License Training - Authorized study time (currently limited to 24 hours per employee per test), tuition reimbursement, and examination fee reimbursement related to a professional exam (OPMAC and PMP). The code can be used by both 1) the employee for approved study time, to record time on their standard labor timesheet; and 2) the manager



Delivery & Operations Division Operational Notice

who approves reimbursement of tuition and/or fees on the "Educational Assistance Request, Form # 731-0186."

For employees (and/or crew timekeepers) filling out the standard labor timesheet, list 018 (Professional certification study time) to record work hours used for either purpose.

For employees (and/or administrative staff) filling out the " Educational Assistance Request, Form # 731-0186" for tuition or fee reimbursement, fill out the form using the appropriate EA/Sub job and ACTIVITY code 018 similar to any reimbursable item.

See [ODOT Policy 14-04-01 Workforce Development](#) (see **Job Related Certification and Licenses**). Employees need to complete the Educational Assistance Request, [Form # 731-0186](#) form to request tuition payment or reimbursement.

Training / Certification Information

- Oregon Department of Administrative Services, Office of the Chief Human Resources Officer - Oregon Project, Program, & Portfolio Management (for Oregon Project Management Certificate Program (OPMCP)

155 Cottage Street NE, Salem OR 97301

Phone: 503-378-3622

<https://www.oregon.gov/das/HR/Pages/PM.aspx>

- Project Management Institute
14 Campus Boulevard
Newtown Square, PA 19073-3299
Phone: 610-356-4600
www.pmi.org

For more information and or questions regarding this Operational Notice, contact the Statewide Project Development Branch's Project Management Office manager.



Delivery & Operations Division

Operational Notice

PD-06a Certification for Transportation Project Management

Attachment A

Appointing Authority Exception Letter

According to ODOT's Workforce Development policy (PER 14-04-01), *Professional Certification and Licenses*, Deputy Directors and Division Administrators, on an exception basis, have the discretion to authorize up to 100% of the cost for approved programs that may be undertaken as part of succession planning, workforce diversity, or mission-critical staff development needs.

This letter serves as the exception and as authorized approves the 100% reimbursement of examination fees and associated preparation training course work as described in the Delivery and Operations Division's Operational Notice PD-06a, *Certification for Transportation Project Management*.

A handwritten signature in cursive script, reading 'McGregor Lynde', positioned above a horizontal line.

McGregor Lynde, Administrator

Delivery and Operations Division

Oregon Department of Transportation