

CDOT Flagger Training Entity Certification Application



This application certifies and recertifies Entities participating in the *Colorado Department of Transportation (CDOT) Flagger Training Program*. The information required by CDOT and provided by the applicant in this application and the required supplemental documents will determine the applicant's eligibility for certification (initial application) or recertification (every subsequent annual application) as a CDOT Certified Flagger Training Entity, hereafter referred to as an entity or entities. Applicants shall meet all Flagger Program requirements, terms, and conditions, as defined by CDOT. CDOT's approval of this application are required before an entity may administer flagger training and issue flagger certifications. This application and required supplemental documents, as specified for certification and recertification on page 5 of this application must be completed, signed, and submitted electronically in PDF format. Copies of physical documents may be dropped off or mailed to the CDOT Flagger Program at, 2829 West Howard Place, Denver, CO 80204.

Entity Applicant Information

Entity Name: _____ **Date of Application:** _____

Entity Type (mark one box below)

- | | | |
|---|---|---|
| <input type="checkbox"/> Private/Small Business | <input type="checkbox"/> Non-Profit | <input type="checkbox"/> School |
| <input type="checkbox"/> Government | <input type="checkbox"/> Workforce | <input type="checkbox"/> Law Enforcement |
| <input type="checkbox"/> Temporary Employment Agency | <input type="checkbox"/> Corrections | <input type="checkbox"/> Other: _____ |

Entity EIN, FEIN, or Secretary of State ID #: _____

Mailing Address:

_____	_____	_____
Street		Suite/Unit #
_____	_____	_____
City	State	Zip Code

Physical Address:
(if different from mailing address)

_____	_____	_____
Street		Suite/Unit #
_____	_____	_____
City	State	Zip Code

Phone: _____ **Email:** _____

Entity Designated Contact

Name: _____ **Phone:** _____
Title: _____ **Email:** _____

CDOT Flagger Program
2829 West Howard Place
Denver, CO 80204
<https://www.codot.gov/safety/traffic-safety/traffic-operations-technology/flagger-program/main>
1-888-639-3271
dot_cdoflagger@state.co.us

Entity Flagger Training Locations

List all the physical location(s) that your Entity utilizes for Flagger Training.

Training Address:

Street	Suite/Unit #	
City	State	Zip Code

Training Address:

Street	Suite/Unit #	
City	State	Zip Code

Training Address:

Street	Suite/Unit #	
City	State	Zip Code

Training Address:

Street	Suite/Unit #	
City	State	Zip Code

Training Address:

Street	Suite/Unit #	
City	State	Zip Code

Training Address:

Street	Suite/Unit #	
City	State	Zip Code

Training Address:

Street	Suite/Unit #	
City	State	Zip Code

Training Address:

Street	Suite/Unit #	
City	State	Zip Code

Use additional pages if necessary.

Entity Flagger Instructor

An entity shall employ at least one CDOT approved flagger instructor. Each flagger instructor shall complete, sign, date, and submit this form and required flagger instructor qualification documents with the **CDOT Flagger Training Entity Certification Application**. CDOT will review the submittals to determine instructor eligibility.

Entities shall ensure flagger instructors acquire and maintain the required certification credentials.

Entities shall submit the **Entity Change Form** within 14 days of any change(s) in flagger instructor employment, including: new hires, voluntary termination, and involuntary termination.

Flagger instructors shall:

- Instruct flagger training and certification in accordance with the **CDOT Flagger Training Entity Certification Application** and all CDOT Flagger Program requirements.
- Be physically present throughout the entire Flagger written and practical examination processes.
- Maintain confidentiality of all testing materials, exams, and answer keys by distributing exam materials immediately before the exam session and collecting all exam materials immediately after the exam session.
- Provide adequate space and distancing for students to ensure no talking or cheating occurs during the exam.
- Answer any questions appropriately during the class but not during the written exam, and immediately report information to CDOT if concerns arise regarding legitimacy of materials.
- Allow students to use the flagger manual and their notes during the exam.
- Not give exam answers before all students have completed the testing.

Flagger Instructor						
Name						
Email				Phone		
Flagger Instructor Qualifications COPIES OF CERTIFICATES AND/OR CERTIFICATION CARDS MUST BE ATTACHED. See page 5 for details.	ATSSA TCT Class Certificate	ATSSA TCS Class Certificate	ATSSA, CCA, WCCA, or NSC TCS Certification	ATSSA Flagger Certification	ATSSA Flagger Instructor Certification	
Certificate and Certification Expiration Date(s)						
I agree to abide by the requirements set forth by the CDOT Flagger Training Entity Program. If evidence of my violation to this agreement or “doctoring” of information is discovered, I understand that CDOT has the right to terminate my flagger instructor authorization and/or my entity’s flagger training certification.						
Instructor Signature				Date Signed		
CDOT Approval				Date Signed		

This signatory page shall be signed using either the Adobe Acrobat Certificates “Digitally Sign” feature or by signing a hard copy, scanning, and saving as an Adobe PDF. If neither signature option is possible, this form will need to be printed, signed, and mailed to our office. Entities shall retain a copy of this agreement for their records.

Entity Affidavit

The Entity representative (i.e., owner, manager, designated contact, etc.), having legal authority for the company/agency, in the capacity of the Flagger Trainer Entity as certified by CDOT, shall sign this **Entity Affidavit** and accept the terms and conditions herein.

This **Entity Affidavit** shall be signed using either the Adobe Acrobat Certificates “Digitally Sign” feature or by signing a hard copy, scanning, and saving as an Adobe PDF. If neither signature option is possible, this form will need to be printed, signed, and mailed to our office. Entities shall retain a copy of this agreement for their records.

Entity Name: _____

Signatory Entity Representative: _____

Signatory Representative Title: _____

Flagger Training Entity certifying and/or recertifying applicants attest to the following:

- I have read, understand, and will adhere to the CDOT Flagger Training Entity Program forms, rules, terms and conditions as defined in this application, required submittals, and other CDOT Flagger Program requirements as listed on the CDOT website at <https://www.codot.gov/safety/traffic-safety/traffic-operations-technology/flagger-program/main>.
- The information I have provided in this application and the required supplements is complete, accurate, and subject to verification.
- I will protect personally identifiable information (PII) of our entity, instructors, and flagger students in accordance with the U.S. General Services Administration (GSA) “Rules of Behavior for Handling Personally Identifiable Information.”
- I understand that if our entity violates any terms of this agreement, CDOT has the right to deny, suspend, or revoke our CDOT Flagger Training Entity Certification.

I AFFIRM THAT I HAVE READ AND AGREE WITH THE AFOREMENTIONED STATEMENTS.	
Signatory Entity Representative Signature	Date

FLAGGER TRAINING ENTITY APPROVAL BY CDOT	
CDOT Representative Name (Print), Signature	Date

ENTITY RECERTIFICATION DUE BY (completed by CDOT)	
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Required Application Submittals

The following documents are required for entity certification and/or recertification. The entity shall use the most recent versions of the CDOT forms and supplements, which can be found at <https://www.codot.gov/safety/traffic-safety/traffic-operations-technology/flagger-program/main>. Provide initials electronically stating that the documents are included with your submittal.

FLAGGER ENTITY APPLICANT – CERTIFICATION & RECERTIFICATION	INITIALS
Completed, signed, and dated <i>CDOT Flagger Training Entity Certification Application</i> .	
Completed, initialed, signed, and dated <i>CDOT Flagger Training Entity Terms and Conditions</i> .	
FLAGGER INSTRUCTOR APPLICANTS – CERTIFICATION & RECERTIFICATION	INITIALS
The following are required for each instructor	
Completed <i>Entity Flagger Instructor</i> form (page 3 of this application)	
Copy of acceptable government-issued photo ID (for age verification per CRS 43-5-308).	
For American Traffic Safety Services Association (ATSSA) certified flagger instructors <u>without</u> an ATSSA TCS certification, include current copies of each of the following: <ul style="list-style-type: none"> • ATSSA Traffic Control Technician (TCT) class completion certificate, • ATSSA Traffic Control Supervisor (TCS) class completion certificate, • ATSSA Flagger Instructor certification card, • ATSSA Flagger certification card (included with Flagger Instructor training). 	
For ATSSA certified Flagger Instructors <u>with</u> an ATSSA TCS certification, include current copies of each of the following: <ul style="list-style-type: none"> • ATSSA TCS certification card, • ATSSA Flagger Instructor certification card, • ATSSA Flagger certification card (included with Flagger Instructor training). 	
For ATSSA certified Flagger Instructors <u>with</u> a CCA or WCCA TCS certification, include current copies of each of the following: <ul style="list-style-type: none"> • CCA or WCCA TCS certification card, • ATSSA TCS class completion certificate *, • ATSSA Flagger Instructor certification card, • ATSSA Flagger certification card (included with Flagger Instructor training). <p>* The ATSSA Flagger Instructor certification prerequisite TCS course is available to TCS’s certified by CCA and WCCA at a discount with a copy of the TCS certification card provided to ATSSA. With these CCA or WCCA TCS certifications, ATSSA will waive the TCT course requirement.</p>	
ADDITIONAL DOCUMENTS FOR ENTITY RECERTIFICATION (after initial certification)	INITIALS
The following documents are required to be submitted within seven (7) working days of teaching each Flagger class.	
Initials in this section are verification from the entity that these documents have already been submitted, and therefore do not need to be submitted again.	
Flagger Class Rosters <ul style="list-style-type: none"> • Use the Flagger Class Roster spreadsheet for ATSSA, NSC, and CDOT flagger training and certification for reporting. 	
Flagger Class Student documents (copies): <ul style="list-style-type: none"> • Written exam (for passing and non-passing students) • Class survey (for passing and non-passing students) • Flagger certification card (frontside and backside) • Receipts for flagger training if students have been charged. 	
Miscellaneous Flagger Documents <ul style="list-style-type: none"> • Receipts for replacement flagger certification cards if applicable. 	