

**Board of Examiners for
County Highway and City Street Superintendents Licensing**

Pre-Exam Training Classes, Superintendents Exam Preparation Class, and Examinations Calendar

NDOT Pre-Exam Training Requirements for exam candidates

To help prepare new candidates for the exam, NDOT requires that new exam candidates attend the following five (5) separate one-day classes on various topics related to the job/license if they plan to attend the superintendents exam preparation class:

- Class 1: Construction Math & Plan Reading
- Class 2: Superintendent 101 Basics & Test Prep Skills
- Class 3: State Law, NBCS, BEX & other topics
- Class 4: Classification & Standards
- Class 5: OneAndSix & SSAR

Classes will be provided in both North Platte and Lincoln★★ in advance of the superintendents exam preparation class in Lincoln. Others interested in taking any of the five (5) one-day classes are encouraged to register, provided seats are available after new exam candidates register. *(See list of classes and prerequisites below).* *Class size limited to 20 Students.* ★ *The attendance requirement is waived if a candidate has attended a class in the previous 12 months.*

Dates for Upcoming License Examinations (exam held twice/year):

2018: April 6 and October 5

Dates for Application Deadlines:

2018: February 12 ★ and August 13

Licensing Exam and training prerequisites *(See list of classes and prerequisites below):*

The next written exam is: April 6, 2018 (9:00 a.m. – 4:00 p.m. with a 1 hour lunch break) at the NDOT Central Headquarters Building Auditorium, 1500 Highway 2 in Lincoln.

★ **The filing deadline for new applicants for the April exam is: February 12, 2018; however, in order to receive preference for the required, five (5) pre-exam training classes that are prerequisites for attending the superintendents exam preparation class on March 28, 2018, we need your application by January 24, 2018.**

Registration for the Pre-Exam Training Classes are posted on [UNL Nebraska-LTAP training website: http://ltap.unl.edu/](http://ltap.unl.edu). Go to 'Training' then 'Training Calendar.' You need to have an account (or set up an account) with LTAP before you can register. For further assistance, contact Phyllis Schwab, at NE LTAP, (402) 472-5748, or pschwab@unl.edu

ADDITIONAL TRAINING *(Please review prior to attending the Pre-Exam Training Classes.)*

There is also additional information on the NDOT Boards-Liaison Services website (see link below), such as training videos and PowerPoint presentations on the application of the Rules and Regulations of the *Nebraska Board of Public Roads Classifications and Standards* (NBCS) and the *Nebraska Board of Examiners for County Highway and City Street Superintendents* (BEX) <http://dot.nebraska.gov/>

- Click on 'Business Center' (twice)
- Scroll down to bottom (left) to 'Local Public Agencies'
- Click on 'Boards – Liaison Services'
- Click on 'Training' to view videos and PowerPoint presentations that supplement the pre-exam training classes
- Click on 'NBCS' and 'NBCS Downloads' to view the NBCS regulations, forms, and how to fill out OneAndSix and SSAR forms videos
- Click on 'BEX' and 'BEX Downloads' to view the BEX regulations and forms

List of Classes and Prerequisites

There is a series of online videos that supplement the classes that **must be viewed prior** to attending each class, and are available at: <http://dot.nebraska.gov/business-center/lpa/boards-liaison/training/>

Spring 2018	Fall 2018	Prerequisite Videos
Class 1 - Construction Math & Plan Reading		
<ul style="list-style-type: none"> ○ February 6th West Central Extension Center, North Platte ★★ ○ March 6th NE LTAP, Lincoln 	<ul style="list-style-type: none"> ○ Week of August 13th TBA ★★ ○ Week of August 27th NE LTAP, Lincoln 	
Class 2 - Superintendent 101 Basics & Test Prep Skills		
<ul style="list-style-type: none"> ○ February 7th West Central Extension Center, North Platte ★★ ○ March 7th NE LTAP, Lincoln 	<ul style="list-style-type: none"> ○ Week of August 13th TBA ★★ ○ Week of August 27th NE LTAP, Lincoln 	
Class 3 - State Law, NBCS, BEX & other topics		
<ul style="list-style-type: none"> ○ February 20nd West Central Extension Center, North Platte ★★ ○ February 27th NE LTAP, Lincoln 	<ul style="list-style-type: none"> ○ Week of August 20th TBA ★★ ○ Week of September 3rd NE LTAP, Lincoln 	
Class 4 - Classifications & Standards (covers Functional Classification & Minimum Standards)		
<ul style="list-style-type: none"> ○ February 21st West Central Extension Center, North Platte ★★ ○ February 28th NE LTAP, Lincoln 	<ul style="list-style-type: none"> ○ Week of August 20th TBA ★★ ○ Week of September 3rd NE LTAP, Lincoln 	<ul style="list-style-type: none"> ○ Introduction to Video Series - Prelude ○ Introduction to Nebraska's Highways, Roads & Streets – The "Big Picture" ○ Classifications & Standards (a 11-video series that needs to be viewed, in entirety) ○ Bridge Inspections, NBIS
Class 5 - OneAndSix & SSAR (covers Interim OneAndSix & SSAR Forms)		
<ul style="list-style-type: none"> ○ February 22nd West Central Extension Center, North Platte ★★ ○ March 1st NE LTAP, Lincoln 	<ul style="list-style-type: none"> ○ Week of August 20th TBA ★★ ○ Week of September 3rd NE LTAP, Lincoln 	<ul style="list-style-type: none"> ○ OneAndSix-Year Plans ○ Standardized System of Annual Reporting, Financial, Accounting, Funding (SSAR) ○ Transportation Asset Management ○ Records Management
Superintendents Exam Preparation Class - for Exam Candidates only		
<p>March 28, 2018 NDOT 1500 Building in Lincoln from 10:00 a.m. to 5:00 p.m. Staff will be available at 9:00 a.m. for discussion and questions</p>	<p>September 26, 2018 NDOT 1500 Building in Lincoln</p>	<p>By Invitation Only – must have attended classes 1 thru 5 within the past year</p>

★★ If there is limited interest (only a small number of students/applicants/candidates signed up to attend Classes 1 & 2 or Classes 3, 4 & 5), the classes will only be held in Lincoln on the dates listed above.

New exam applicants only: Please return the following by the above deadlines ★ (depending if you plan to attend the Pre-Exam Training Classes and the Pre-Exam Workshop Review):

- Application for Initial Class B Superintendent License (for applicants who are **NOT** registered professional engineers) <http://dot.nebraska.gov/business-center/lpa/boards-liaison/>
- U.S. Citizenship Attestation (NDOT289) <http://dot.nebraska.gov/media/2802/ndot289.pdf>
- Filing fee (\$25 per city or county license)
- Please be sure to sign your name across the face of your photo
- Be sure to have your signature notarized

Pre-Exam Training Classes and Superintendents Exam Preparation Class Objectives

- Provide the applicant with important basic information that a city street or county highway superintendent should know.
- Help the applicant prepare for the licensing examination.
- Improve service to the public through professional municipal and county highway, road and street management.
- Present the instructional material in a manner that is interesting, clear and as uncomplicated as possible.

Pre-Exam Training Classes and Superintendents Exam Preparation Class Disclaimer

- Some examination questions are not explicitly covered in both the training and exam preparation classes.
- Some information presented in both the training and exam preparation classes is not addressed in the examination.

Written Examination Policy

- Candidates shall not be permitted access to any written examination booklet except during a scheduled examination.
- The secretary may furnish grades to the candidate upon receipt of a written request. The secretary may also furnish a written summary of areas in which the candidate appeared to have difficulty, upon receipt of a written request.

For information, please contact:

Board of Examiners for County Highway and City Street Superintendents
c/o Nebraska Department of Transportation
PO Box 94759
Lincoln NE 68509
LeMoyne Schulz: lemoyne.schulz@nebraska.gov
Phone: (402) 479-4436
Fax: (402) 479-3525