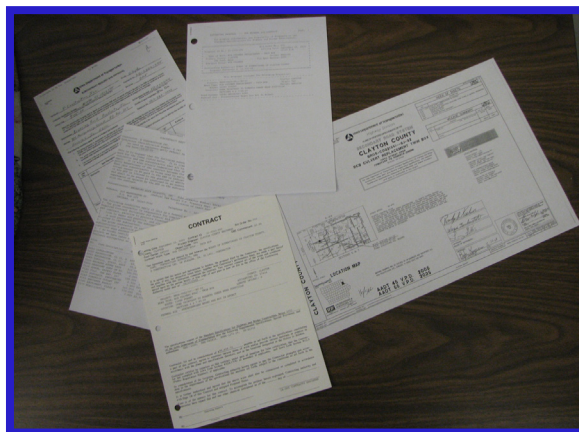


CONTRACT ADMINISTRATION LEVEL I

***Open only to consultants and government employees**

Topics covered include:

- What are contract documents?
- Where to look to determine what information is applicable to a contract.
- How to identify who the subcontractors are and what work they will be performing.
- Roles and responsibilities of Agency and Contractor personnel.



Prerequisite: None

Recommended: Web-Based IM 204 and Iowa Basic Plan Reading

Course Length: 1 day (in person)

Cost: \$120.00

Exam: None

To enroll: Go to <https://iowadot.gov/training/ttcp/registration>

These sessions are live and in-person, with in-person instructors

Date/Time	Location	Max #
3/28/23 9:00 am - 4:00 pm	DMACC - Boone	32
4/4/23 9:00 am - 4:00 pm	DMACC - Boone	32

These sessions are live and in-person, with instructors joining on the big screen. You will still have the opportunity to ask questions and interact.

Date/Time	Location	Max #
3/28/23 9:00 am - 4:00 pm	District 2 Materials - Mason City	18
3/28/23 9:00 am - 4:00 pm	District 5 Materials - Fairfield	16
3/28/23 9:00 am - 4:00 pm	District 6 Conf Rm - Cedar Rapids	24

The TTCP will schedule additional class sessions if there is a demand. We must have a minimum of six enrollments to hold an additional class. To be placed on a waiting list, please e-mail dot.ttcp@iowadot.us with the name of the certification course in which you are interested.