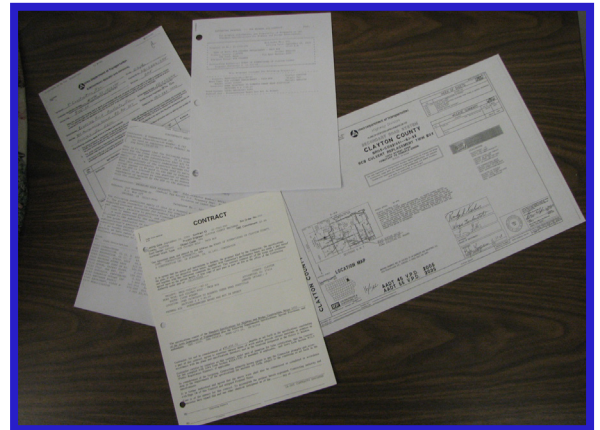


CONTRACT ADMINISTRATION LEVEL II

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

Topics covered include:

- Record Keeping.
- Field Book Forms.
- Progress Vouchers.
- Construction Contract Administration Guidance



Prerequisite: Level I Contract Administration

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

Course Length: 3 days (in person)

Cost: \$360.00

Exam: Students must pass the exam with a minimum score of 80%.

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 #
3/29/23 thru 3/31/23 9:00 am - 4:00 pm each day	DMACC - Boone	32
4/5/23 thru 4/7/23 9:00 am - 4:00 pm each day	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 #
3/29/23 thru 3/31/23 9:00 am - 4:00 pm each day	District 2 Materials - Mason City	18
3/29/23 thru 3/31/23 9:00 am - 4:00 pm each day	District 5 Materials - Fairfield	16
3/29/23 thru 3/31/23 9:00 am - 4:00 pm each day	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.