

Strategies to take FE and/or PE Exams for ODOT Employees:

- 1- Propose a date to take an exam and discuss that with your manager
- 2- Identify your required study material and reserve a copy as soon as possible
 - a. Check with recent PE takers about their study materials, exam experience and tips to success
 - b. Each crew may have some of references for you to loan
 - c. ODOT Library is great resource, contact librarian:
<https://www.oregon.gov/ODOT/About/Pages/Library.aspx>
 - d. Some references can be found at the ASTM Compass Portal (Internal ODOT domain access only):
<https://compass.astm.org/CUSTOMERS/index.html>
- 3- Complete the Employee Development Plan paperwork and keep the copy of signed version
 - a. Negotiate your study and exam time and potential classes and books
 - Link to Employee Development Plan:
<http://transnet.odot.state.or.us/cs/ODOTHR/Forms/DevelopmentPlan.pdf>
 - See PD-06 in the Highway Division Project Delivery Leadership Team Operational Notice (currently available on the Office of Project Delivery intranet site) for more details
https://www.oregon.gov/ODOT/Engineering/Doc_TechnicalGuidance/PDLTNotice06.pdf
- 4- If you passed GREAT! If not, strategize your path for next time
After passing the exam, notify your manager and apply for approved reimbursement per your development plan
 - a. Link to Expense Reimbursement Application (ERA):
<http://transnet.odot.state.or.us/cs/fsb/Web%20Components/ERA.aspx>
 - b. Attach supporting documents to your claim:
 - i. Employee Development Plan
 - ii. Proof of payment
 - iii. Proof of passing the exam