

# Secondary Data Maintainer Certification Process

March 20, 2009

The certification of an employee as a Secondary Data Maintainer (SDM) shall be based solely on their ability to understand, complete, and check mileposting. Therefore, the following process shall be followed for SDM certification:

## **I. Mileposting**

The first part of the SDM certification process is for an employee to show an understanding of the purposes and concepts of mileposting, and competence in mileposting routes of varying difficulty. Mileposted routes will be assigned and checked by current SDMs, preferably within the same work group as the candidate employee, who can attest to their ability to milepost routes and their attention to detail. Current SDMs, preferably within the same work group as the candidate employee, will also review the purposes and concepts of mileposting with the candidate and attest that the candidate understands these purposes and concepts.

## **II. Checking**

The second part of the SDM certification process is for an employee to check mileposted routes, of varying difficulty, by others. These routes will be reviewed by current SDMs, preferably within the same work group as the candidate employee, who can attest to the candidate's ability to check routes mileposted by others.

## **III. Recommendation**

The third part of the SDM certification process is for an employee to be recommended by an existing SDM, Group Head, or Section Head. This recommendation shall be based on the employee's understanding of the purposes and concepts of mileposting, their ability to milepost routes of varying degrees of difficulty, and their ability to check routes of varying degrees of difficulty that were mileposted by others.

## **IV. Exam**

Following a favorable report of the candidate's understanding of the purposes and concepts of mileposting, and their mileposting and checking abilities, the candidate will then be eligible to take the SDM exam. The test will be provided, proctored, and graded by the Mobility and Safety Information Section of the Traffic Safety Unit. A minimum score of 80% is required for passing, and the candidate, their supervisor(s), and their Section Head shall be notified in writing of the test results. Any candidate failing to pass the exam shall wait a minimum of thirty (30) days prior to retaking the exam, but will not have to repeat steps 1, 2, or 3. The qualifications of any candidate failing to pass the exam after two attempts shall be reviewed by their supervisor(s) and/or their Section Head. Once the exam is passed the candidate shall be given SDM privileges in TEAAS by a system administrator.