

# CDOT Flagger Training Entity Terms and Conditions



## Flagger Training Entity

<b>Entity Name:</b>		<b>Date of Application:</b>	
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Pursuant to Colorado Revised Statute (CRS) 43-5-308(2)(b), CDOT authorizes public and private entities to conduct flagperson (aka flagger) certification training. In adherence with CRS 43-5-308(2)(b), the application for CDOT Flagger Training Entity certification shall be completed, submitted, and approved before an entity may conduct flagger training and flagger certification in the State of Colorado.

CDOT Flagger Training Entities (also referred to as entity) are required to recertify annually and must use the most recent versions of the required documents. The CDOT Flagger Training Entity recertification shall be completed, submitted, and approved by the entities anniversary date so the entity may continue to conduct flagger training and flagger certification in the State of Colorado.

All flaggers in the State of Colorado shall be trained and certified per the CDOT Flagger Program rules.

These terms and conditions apply to the CDOT Flagger Program and are a required supplement to the ***CDOT Flagger Training Entity Certification Application*** for certification and recertification.

### **CDOT Flagger Training Entity Terms and Conditions**

**PART 1** of this document defines entity requirements, terms, and conditions for; obtaining and maintaining certification in the program; providing flagger training, exams, certification, and reporting.

**PART 2** of this document details the processes for expiration, denial, suspension, revocation, and/or resignation of an entity certification in the CDOT Flagger Training Program.

**PART 3** of this document details the flagger instructor suspension and reinstatement process.

**PART 4** of this document requires the entity read these terms and conditions, complete the required information on pages 1 and 15, initial all 15 pages in the lower right-hand corner of each page, then sign and date on page 15 for acceptance of the ***CDOT Flagger Training Entity Terms and Conditions***.

The entity shall submit the completed, signed, and initialed ***CDOT Flagger Training Entity Terms and Conditions*** with the initial certification and recertification applications, and as required by CDOT.

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CDOT Flagger Program  
2829 West Howard Place  
Denver, CO 80204

303-757-9664  
[dot\\_cdoflagger@state.co.us](mailto:dot_cdoflagger@state.co.us)  
<https://www.codot.gov/safety/traffic-safety/traffic-operations-technology/flagger-program/main>

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**PART 1 – ENTITY REQUIREMENTS**

**PART 1A – Entity Certification in the CDOT Flagger Training Program**

The entity and/or flagger instructor shall:

Apply for entity certification (initial application) and recertification (every subsequent annual application) in the CDOT Flagger Training Entity Program by submitting the following completed forms and supplemental documents:

- **CDOT Flagger Training Entity Certification Application**
- **CDOT Flagger Training Entity Terms and Conditions**
- **CDOT Flagger Instructor Agreement** – separate agreements are required for each flagger instructor
- Valid flagger instructor certification for each flagger instructor
- Valid flagger certification for each flagger instructor

If approved, the entity will receive a copy of their approved entity application from CDOT which authorizes entities to administer flagger training and flagger certification.

This program includes training and certifying flaggers, which may or may not be limited to an entity’s own employees.

Entity certification and recertification authorization granted by CDOT is valid for one (1) year unless otherwise suspended and/or revoked by CDOT, or an entity resigns from the program, or an entity lets their certification expire. Recertification in the program shall be applied for annually by the entity’s certification date. This date can be found on the entity’s approved application.

Designate a representative to be the main point of contact(s) for the CDOT Flagger Program.

Comply with all federal, state, and local municipality laws, mandates, regulations, and codes.

**PART 1B – Flagger Instructor Requirements**

The entity and/or flagger instructor shall:

Employ at least one CDOT approved flagger instructor.

All flagger instructors shall:

- Maintain a valid CDOT or CDOT approved Flagger Instructor certification.
- Maintain a valid CDOT or CDOT approved Flagger certification
  - Due every 2 years.
  - Flagger instructors cannot be trained and certified by their own entity or their own entity’s instructors.
  - Flagger instructors cannot train and certify themselves.
  - Flagger instructors must pass the written flagger exam with a score of 90% or better.
  - Flagger instructors must pass all sections of the demonstration flagger exam.
- Sign and adhere to the **CDOT Flagger Instructor Agreement** and the **CDOT Flagger Training Entity Terms and Conditions**.
- Conduct at least one flagger training and certification class per year. This is based on the entity’s recertification year (e.g. Jan 1 through Dec 31, or May 1 through April 30, etc.)
  - Flagger instructors that are newly certified during the entity’s recertification year are exempt from this rule for the first year.

**PART 1 – ENTITY REQUIREMENTS**

- CDOT may waive the one class per year requirement on a case-by-case basis. The flagger instructor or flagger training entity will need to make this request via email to the CDOT Flagger Training Program during their entity’s annual recertification process.

**PART 1C – Flagger Program Records**

The entity and/or flagger instructor shall:

Retain all flagger training records for five (5) years and submit copies of training, testing, and certification records as required and requested by the CDOT Flagger Program.

Notify CDOT of any changes to the following information within fourteen (14) days: designated representative, entity contact information (address, phone, email), and flagger instructor(s). These changes must be submitted to the CDOT Flagger Program using the **CDOT Flagger Training Entity Change Form**.

Submittals for adding new a flagger instructor must be accompanied with a completed **CDOT Flagger Instructor Agreement** and a copy of their Flagger Instructor certification and Flagger certification.

Flagger instructors are not allowed to train and certify flaggers until they have been approved by the CDOT Flagger Program.

Allow CDOT or CDOT representative(s) to perform audits, with or without notification, of the entity flagger program records.

**PART 1D – Rules for all Flagger Training and Certification Formats in Colorado**

The entity and/or flagger instructor shall:

All flagger instructors training flaggers in/for Colorado must be approved and authorized by the CDOT Flagger Program.

Use one of the following flagger program training options for flagger training and certification:

- Colorado Department of Transportation (CDOT), or
- American Traffic Safety Services Association (ATSSA)\*, or
- National Safety Council (NSC)\*

\*Entity must be registered with and certified by ATSSA and/or NSC to use their materials.

Follow the current Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD), Part 6 requirements and amendments (if applicable).

Instruct flagger students that they shall follow the current CDOT Standard Specifications on contract work awarded by CDOT and when working within the CDOT right-of-way (ROW), or the current standard specifications for the controlling roadway authority.

CDOT Standard Specifications can be found at <https://www.codot.gov/business/designsupport/cdot-construction-specifications>, Section 630.

Schedule and notify CDOT of upcoming flagger training and certification classes.

- The flagger student to flagger instructor ratio is 20:1.

## **PART 1 – ENTITY REQUIREMENTS**

Entities must notify flagger students of the cost of the flagger training course before the class begins (if applicable).

### **Work Reimbursement Agreements and Payment Contracts**

Entities can enter into work reimbursement agreements or payment contracts with flagger students/flaggers to help defray the cost of flagger training. Work reimbursement agreements or payment contracts are optional, as they may not work for all entities. Entities are responsible for creating their own work reimbursement agreements or payment contracts.

Entities that have work reimbursement requirements must have a work reimbursement agreement (herein referred to as agreement/s) in writing and in place with each flagger student prior to the student attending a flagger class. The agreement must include what work requirements the student must fulfill to receive their 2-year flagger certification card at no monetary cost to the flagger. The agreement must also include the cost of the flagger class if the flagger decides that they want to pay for the flagger class to obtain their flagger certification card without fulfilling the work requirements defined in their agreement. Entities that enter into work reimbursement agreements shall issue flaggers either a 30-day temporary flagger certification or 2-year flagger certification card within 48 hours\* of taking the flagger training and passing the exams.

Flaggers that have work reimbursement agreements must fulfill the work requirements or pay for their flagger class. Once either of these options have been fulfilled, the entity must provide the flagger with their 2-year flagger certification card immediately.

If a flagger is issued a 30-day temporary flagger certification but does not fulfill their work reimbursement agreement or pay for their flagger training, the entity is not required to issue the 2-year flagger certification card.

Entities that utilize contracts with flagger students/flaggers for flagger training payment must have the contract in writing and in place with each flagger student prior to the student attending a flagger class. The contract must include the cost of the flagger class and the terms of payment (e.g. money order, payroll deduction, etc.).

See PART 1H – Flagger Training Reporting for Work Reimbursement Agreement reporting requirements.

\*Entities which require membership or being part of a cooperative (co-op) are not held to the 48-hour requirement for issuance of flagger certifications, but instead must follow their contracts with their members. Such entities must make this request to CDOT upon application.

Verify that flagger students:

- Are at least 18 years of age (per state law)
  - Verify age using valid government-issued photo identification, i.e., driver's license, state-issued identification card, passport, military ID card, or other valid government-issued identification.

**PART 1 – ENTITY REQUIREMENTS**

- Use their legal name on their flagger certification card (must match their government issued identification)
- Meet the qualifications as outlined in Section 6E.01 of the current MUTCD.
- If English is not their first language, they must be able to speak and understand English so they can communicate effectively with their co-workers and the traveling public.

Allow CDOT or CDOT representative(s) to perform audits of all forms of flagger training classes and flagger certification exams at no cost to CDOT.

CDOT approval shall be obtained for online flagger training and certification classes before an entity can begin using the online format and after updates to course material have been made.

**PART 1E – CDOT Flagger Training Course (this section does not apply to ATSSA and NSC)**

The entity and/or flagger instructor shall:

Administer the CDOT flagger course and exams using the most current versions of the following materials:

- CDOT Flagger Class Agenda and Syllabus
- CDOT Flagger Training Manual
- CDOT Flagger Training Manual Slideshow (optional)
- CDOT Flagger Training Video
- MUTCD (Flagger Control section)
- Written and demonstration exams and answer keys
- Course evaluation form
- CDOT Flagger Certification cards

The CDOT Flagger Training and Certification course is designed to last approximately 4 hours. Smaller class sizes may not need the entire 4-hours, but all flagger classes must cover all flagger class content per the Terms and Conditions and the CDOT Flagger Class Agenda and Syllabus.

Administer flagger certification training and verify students:

- Completed the flagger training course within seven (7) business days of testing.
- Have read and understand the training materials.
- Understand the safety hazards of flagging.
- Appear to be capable of performing flagger activities, such as standing for long periods of time, able to use their arms and legs for appropriate flagger duties, able to determine and use an escape route in case of emergency, understands flagger duties, etc.

**PART 1F – Flagger Exams and Course Evaluation Form (some items may not apply to ATSSA and NSC)**

The entity and/or flagger instructor shall:

Ensure that a certified flagger instructor is physically present throughout the entire demonstration and written exam processes to ensure that students are not cheating or talking.

- Instructors shall not help students during the written and demonstration exams. Clarification regarding exam questions is allowed.

## PART 1 – ENTITY REQUIREMENTS

- Instructors should report concerns regarding course and exam materials to CDOT.

Maintain the confidentiality of the flagger exams and answer keys, both blank and completed.

- No cell phones or cameras shall be used by students during the exam processes.
- Exam materials shall be distributed immediately prior to the testing session and collected immediately following the testing.
- Students are not allowed to retain originals, copies, or pictures of flagger exams and answer sheets.

Use the latest versions of the CDOT Flagger Training written and demonstration exams, answer sheets, and course evaluation forms. These documents shall not be altered by anyone except for the CDOT Flagger Program.

Administer flagger certification demonstration exam and verify students:

- Have proper flagging techniques for the hands-on demonstration exam\*.
  - Books and notes are not allowed during the demonstration exam.
  - Instructors will record each student's demonstration exam skills as Yes or No on the CDOT Flagger Demonstration Exam sheet.
  - Students must pass all aspects of the demonstration exam.
  - Students are only allowed to take the demonstration exam one time. If they do not pass, they must retake the flagger training course and exams.

\*The hands-on demonstration exam does not apply to online flagger training. The online training must include pictures or an interactive way for students to choose and/or demonstrate correct flagging procedures and techniques.

Administer flagger certification exams and verify students:

- Have passed the written flagger exam with a score of 80% or better. Flagger instructors are required to pass the written flagger exam with a score of 90% or better.
  - The written exam is open book and open note.
  - Flagger instructors shall give students exam one (1), two (2), or three (3), and shall alternate exams so students sitting adjacent to one another are not taking the same exam.

Allow a flagger student to retest one time if they fail the written exam.

- A flagger student cannot retake the same written exam but instead shall take an alternate exam on their second attempt.
- The second exam shall be taken on the same day, or within seven (7) business days of the flagger class.
- If the flagger student fails a second time, they will need to retake the Flagger Training course and exams.

Grading Flagger Exams:

- Written exams must be graded by a flagger instructor. Incorrect answers must be clearly marked and easily discernable by the CDOT Flagger Program personnel.
- Calculate the written exam score and record the number of incorrect answers and the grade in designated boxes on the ***Flagger Exam Answer Sheet***.

**PART 1 – ENTITY REQUIREMENTS**

- Record all flagger exam results (including failed exams) and required information on the CDOT Flagger Class Roster.

Administer and collect course evaluation forms from each student.

**PART 1G – Flagger Certification** (some items may not apply to ATSSA and NSC certifications)

The entity and/or flagger instructor shall:

Use the most recent version of the CDOT flagger certifications available.

- Entities request flagger certification cards via email, and must provide their entity name, estimated number of flagger certification cards needed for the next 6 to 12 months, and verify their street address for cards sent via FedEx, or their PO Box for cards sent via USPS.
- Entity personnel may also pick up flagger certification cards from the CDOT Headquarters building in Denver but must coordinate with the CDOT Flagger Program as to when they would be available for pick up.

Flagger certification cards are the sole property of CDOT. Blank certification cards shall not be copied, duplicated, or used as a template. Violation is grounds for revocation from the CDOT Flagger Training Program.

The entity is allowed to make copies of issued flagger certification cards for their own records, for proof of flagger certification on construction and maintenance jobs, and for submission to the CDOT Flagger Program for reporting purposes.

**2-Year Flagger Certification Cards**

Flagger instructors shall issue flagger certifications within 48-hours\* to flagger students who successfully pass the written and demonstration flagger exams. Flagger certification cards are valid for two (2) years, and temporary flagger certifications are valid for 30-days.

Flagger certification cards shall include the following information, see the next cell for issuance of 30-day temporary flagger certifications:

- Printed legibly or typed on the card – Flagger Name, Issue Date, Expiration Date, Entity Name, Instructor Name
  - The name on the flagger certification card must match their legal name on the flagger’s government-issued identification.
  - The Issue Date must match the date the student took and passed the exams.
  - The Expiration Date must be two (2) years from the date issued.
- The flagger instructor must sign in the “Instructor Signature” box.

Flagger certification cards shall not be issued prior to completing the required flagger training class and passing the exams. If flagger training and exam requirements have not been met prior to issuing flagger certifications, CDOT will immediately suspend the entity and flagger instructor from the CDOT Flagger Training Program.

NOTE: The flagger instructor has the ultimate judgement on issuing flagger certification cards but must be aware of prohibitions of discrimination per Title VII and Title II of the Civil Rights Act of 1964: Title VII prohibits discrimination against

## PART 1 – ENTITY REQUIREMENTS

employees and applicants on the basis of race, color, sex (including pregnancy, sexual orientation and gender identity), national origin, and religion.

If a flagger instructor has any questions regarding issuance of a flagger certification, please email or call the CDOT Flagger Program at [dot\\_cdot\\_flagger@state.co.us](mailto:dot_cdot_flagger@state.co.us) or (303) 757-9664.

\*Entities which require membership or being part of a cooperative (co-op) are not held to the 48-hour requirement for issuance of flagger certifications, but instead must follow their contracts with their members. Such entities must make this request to CDOT upon application.

### 30-Day Temporary Flagger Certifications

CDOT will provide entities with a temporary flagger certification template that can be used by entities in succession with the 2-year flagger certification cards. The use of 30-day temporary flagger certifications is optional, and if used, shall be issued upon flagger students completing and passing the flagger class, written exam, and demonstration exam. Only one 30-day temporary flagger certification is allowed per flagger.

30-day temporary flagger certifications are allowed to be used in the following circumstances:

- When the 2-year flagger certification cards cannot be issued or will not be received by the student within 48 hours.
- The flagger student has signed a work reimbursement agreement or payment contract.

If a 30-day temporary flagger certification is provided to a flagger, the entity must provide the 2-year flagger certification card before the 30-day temporary flagger certification expires, unless the flagger has not fulfilled the terms of their work reimbursement agreement or payment contract.

Temporary flagger certifications shall include the CDOT Certified Flagger Training Entity name, the CDOT Approved Flagger Instructor name, the Flagger Name, and the Date Issued.

- “Date Issued” is the date the flagger student passed the written and demonstration exams.
- The expiration date is 30 days from the date of issuance. The expiration date will not be displayed on the 30-day temporary flagger certification, but the statement of when the temporary flagger certification expires will be displayed.
- When a 30-day temporary flagger certification is issued, the flagger class roster will reflect the flagger certification date (aka date issued), and the expiration date will be 2-years from the date issued. Do not use the 30-day expiration date on the roster.

Inform flaggers that they must:

- Maintain the flagger certification on their person while engaged in flagging activities.
- Not engage in flagging activities with an expired or revoked card.
- Follow the rules for flagging per the MUTCD and the CDOT Flagger Training Manual.



## **PART 1 – ENTITY REQUIREMENTS**

### **Replacement of Flagger Certifications**

- An entity can replace lost or damaged flagger certifications as long as the flagger's certification is still current.
- The entity must provide a copy of the reissued flagger certification to CDOT.
- If an entity charges a flagger for a replacement flagger certification, they must provide a copy of the receipt to CDOT.

### **Invalid Flagger Certification**

If flaggers have been trained and certified by a flagger training entity or flagger instructor that is not CDOT certified or their CDOT certification has been suspended or revoked at the time of training, the flagger certification is invalid.

### **Flagger Certification Suspensions**

Flagger certifications (2-year or 30-day temporary) can be suspended by a flagger training entity, flagger instructor, supervisor, or the CDOT Flagger Program. Conditions for suspension of a flagger certification include but are not limited to, the:

- Flagger is not using the proper flagging techniques and not following safety protocols
- Flagger is not following the rules and guidelines for flagging
- Flagger is not wearing the proper flagging attire and personal protective equipment (PPE)
- Flagger is not using the appropriate flagging tools and/or is not using the tools properly
- Flagger shows up to work and/or flags while impaired
- Flagger is not following the terms and conditions of their employment
- Other requirements as determined by their employer, or the controlling roadway authority, or the CDOT Flagger Program

Once a flagger certification has been suspended, the person suspending the flagger certification must immediately notify the CDOT Flagger Program via email. The email must include:

- Name, position, and contact information of the person suspending the flagger certification
- Certifying entity name
- Flagger's first and last name
- Date the flagger certification was issued
- Reason(s) for suspension
- A copy of the flagger certification that has been suspended
  - The person suspending the flagger certification must write "SUSPENDED" and the date of suspension on the card

The CDOT Flagger Program will share this information with the certifying entity, and together they will decide if the flagger certification can be reinstated or if the flagger certification needs to be revoked. See the following section for Flagger Certification Revocations.

## **PART 1 – ENTITY REQUIREMENTS**

Entities must ensure that they do not reissue a flagger certification to a flagger that has had their flagger certification suspended until the flagger meets the reinstatement requirements.

### **Flagger Certification Revocations**

Once a flagger certification has been suspended and the flagger fails to meet the reinstatement requirements or has repeated the same offense(s), their flagger certification can be revoked.

Upon revocation of a flagger certification, the revoking party must immediately notify the CDOT Flagger Program via email. The email must include:

- Name, position, and contact information of the person revoking the flagger certification
- Certifying entity name
- Flagger’s first and last name
- Date the flagger certification was issued
- Reason(s) for revocation
- A copy of the flagger certification that has been revoked
  - The person revoking the flagger certification must write “REVOKED” and the date of revocation on the card

Entities must ensure that they do not reissue a flagger certification to a flagger that has had their flagger certification revoked.

## **PART 1H – Flagger Training Reporting**

The entity and/or flagger instructor shall:

Submit flagger class records per the following requirements.

All flaggers trained and certified to work in Colorado must be reported to CDOT per state law (CRS) 43-5-308.

### ATSSA and NSC Flagger Reporting Requirements

When using ATSSA or NSC materials for flagger training and certification, the entity shall submit required flagger student information within seven (7) business days of teaching each flagger class. The required information is listed in the **CDOT Flagger Class Roster**. CDOT must receive separate rosters for each flagger class taught. Rosters must be in the format provided by CDOT. This documentation is part of the entity’s annual recertification.

Or

This section is continued on the next page.

## **PART 1 – ENTITY REQUIREMENTS**

### CDOT Flagger Reporting Requirements

When using CDOT materials for flagger training and certification, the entity shall submit copies of the following documentation within seven (7) business days of teaching each flagger class\*. If submitting documentation via email, send one email for each flagger class (unless your email has size limitations). This documentation is part of the entity's annual recertification. The Excel roster will be switching over to an online electronic submission in 2025. An industry memo will be issued when this change occurs.

- **CDOT Flagger Class Roster**

- A separate roster is required for each flagger class taught.
- Rosters must be in the format provided by CDOT (no alterations allowed).

Rosters shall have the following naming convention:

YYYY-MM-DD (class date) Entity Name\*\* AM or PM (only use AM or PM if you have more than one class in a single day) flagger instructor name

Example 1: *2022-12-28 Flaggers-R-Us AM Jill Doe*

Example 2: *2022-12-28 Flaggers-R-Us Jill Doe*

- **Flagger student documentation**

- Submit one PDF document for each student.
- All pages of each student PDF must be legible, upright, and in the following order:
  - Written flagger exam. Also include failed exam/s (if applicable).
  - Demonstration exam. Also include failed exam (if applicable).
  - Flagger certification/s (not applicable for students that do not pass both exams):
    - 2-year flagger certification card (Version 2/2020 front and back sides, Version 9/2023 front side only), and
    - 30-day temporary flagger certification (if applicable).
  - Flagger course evaluation.
  - Work reimbursement agreement or payment contract (if applicable), completed and signed by the entity and the flagger student.
  - Receipt for flagger training if the student has been charged.

Student PDF document names shall have the following naming convention:

YYYY-MM-DD (class date) Entity Name\*\* AM or PM (only use AM or PM if you have more than one class in a single day) students name

Example 1: *2022-11-01 Flaggers-R-Us John Smith*

Example 2: *2022-11-01 Flaggers-R-Us AM John Smith*

Example 3: *2022-11-01 Flaggers-R-Us PM Jane Smith*

\*Entities which require membership or being part of a cooperative (co-op) are not held to the seven (7) business day reporting requirement and the issuance of flagger certifications within 48 hours requirement, but instead need to follow their contracts with their members. Such entities must make this request to CDOT upon application.

\*\*Entities with long names are allowed to use abbreviations.

**PART 2 – EXPIRATION, DENIAL, SUSPENSION, REVOCATION, AND/OR RESIGNATION OF ENTITY CERTIFICATION**

Part 2 and its subsections details the processes for expiration, denial, suspension, revocation, and/or resignation of an entity certification. The provisions of § 24-4-104, C.R.S. shall apply to the appeal from CDOT’s denial of an entity certification, denial of renewal, revocation, or immediate suspension.

**PART 2A – EXPIRATION OF ENTITY CERTIFICATION**

**Expiration** is when an entity’s flagger training certification has lapsed.

An entity has a 14-day grace period following their entity expiration date to submit for recertification.

If required submittals are not received by CDOT by the end of the grace period, the entity’s flagger training certification is considered expired, and CDOT will immediately revoke the entity. CDOT will not accept or consider objections by the entity.

The notification of entity expiration and revocation from the CDOT Flagger Program will be mailed via USPS Certified Mail or FedEx’s Direct Signature option.

Upon revocation of the entity’s certification in the CDOT Flagger Training Program, the entity shall:

- Return all unused flagger certification cards to the CDOT Flagger Program within seven (7) business days.
- Cease using and destroy all unused flagger exams, answer keys, and blank answer sheets immediately.

If an entity is interested in reinstatement to the CDOT Flagger Training Entity Program after revocation, see PART 2F for application conditions.

**PART 2B – DENIAL OF ENTITY CERTIFICATION/RECERTIFICATION**

**Denial** is when an entity applies for certification and/or recertification, and the CDOT Flagger Program does not accept the application.

An entity certification/recertification application may be denied for multiple reasons. The entity will have two opportunities to resubmit their complete application and required documentation. If, after two attempts the submittals are not complete, the application for certification will be denied, or the recertification will not be approved, and CDOT will immediately revoke the entity. CDOT will not accept or consider objections by the entity.

Some potential reasons for denial include, but are not limited to:

- The entity does not meet minimum qualifications.
- The entity does not agree to the terms of this program.
- The entity submits incomplete application information.
- The entity submits false information.
- The entity does not have at least one CDOT approved flagger instructor.

CDOT will send a notice of denial to the entity via USPS Certified Mail or FedEx’s Direct Signature option.

## **PART 2C – SUSPENSION OF ENTITY CERTIFICATION**

**Suspension** is the temporary prevention of the entity’s and/or instructor’s authorization to perform flagger training and certification.

An entity certification will be suspended if the entity does not meet the terms and conditions of this program. The entity will have an opportunity to submit data, views and arguments to contest and potentially reinstate their certification in the CDOT Flagger Training Program.

During the suspension period, the entity shall not perform flagger training and certification.

A suspension is temporary, but the entity’s certification may be revoked if requirements are not met.

CDOT will send a notice of suspension to the entity via USPS Certified Mail or FedEx’s Direct Signature option.

The notice of suspension from the CDOT Flagger Program will state the corrective actions that need to be taken by the entity.

If the entity wishes to retain their certification in the CDOT Flagger Training Entity Program, they shall respond to the CDOT letter of suspension by the due date stated in the letter.

The entity responses must address all issues and questions in the suspension letter, and all required documentation must be provided.

If the required information and documentation is not provided to CDOT by the due date, then the entity’s certification will be revoked. See PART 2D – REVOCATION OF ENTITY CERTIFICATION.

Once the entity has responded to the notice of suspension, CDOT will review the responses and documentation.

CDOT will issue a final written decision within 30 days of receipt of the entity’s response(s).

CDOT’s decision can lift the suspension, allow probationary reinstatement with conditions, or revoke the entity’s flagger training certification. See PART 2D for the revocation process for an entity’s certification.

## **PART 2D – REVOCATION OF ENTITY CERTIFICATION**

**Revocation** is the immediate cancellation of the entity’s certification in the CDOT Flagger Training Entity Program.

An entity certification can be revoked if the entity does not meet the terms and conditions of this program. The revocation status would follow the suspension phase unless otherwise stated.

Upon revocation of the entity’s certification in the CDOT Flagger Training Program, the entity shall:

- Return all unused flagger certification cards to the CDOT Flagger Program within seven (7) business days.
- Cease using and destroy all unused flagger exams, answer keys, and blank answer sheets immediately.

**PART 2D – REVOCATION OF ENTITY CERTIFICATION**

CDOT will send a notice of revocation to the entity via USPS Certified Mail or FedEx’s Direct Signature option.

See PART 2F for information regarding the application for recertification after a revocation.

**PART 2E – RESIGNATION OF ENTITY CERTIFICATION**

**Resignation** is the voluntary relinquishment of the entity’s CDOT Flagger Training Program certification.

The resignation of an entity’s certification shall be sent in writing (letter or email) from the entity to the CDOT Flagger Program.

The entity and their flagger instructor(s) shall not conduct flagger training and certification once the entity has resigned.

Upon the resignation of the entity’s certification in the CDOT Flagger Training Program, the entity shall:

- Return all unused flagger certification cards to the CDOT Flagger Program within seven (7) business days.
- Cease using and destroy all unused flagger exams, answer keys, and blank answer sheets immediately.

**PART 2F – APPLICATION FOR RECERTIFICATION AFTER REVOCATION**

To re-enter the CDOT Flagger Training Program after revocation, the entity shall wait a minimum of one (1) year to re-apply.

If CDOT grants an entity recertification after revocation, the entity’s recertification will have a probationary period of six (6) months. During the probationary period the entity is subject to additional auditing.

If an entity does not pass an audit, their certification in the CDOT Flagger Training Program will be permanently revoked. The entity will not be allowed to apply for certification/recertification in the CDOT Flagger Program and can no longer train and certify flaggers in the State of Colorado.

The notification of entity revocation from the CDOT Flagger Program will be mailed via USPS Certified Mail or FedEx’s Direct Signature option.

**PART 3 – SUSPENSION OF FLAGGER INSTRUCTOR CERTIFICATION OR AUTHORIZATION TO TEACH IN COLORADO**

If a flagger instructor is not following the terms and conditions of the CDOT Flagger Training Entity Program and the CDOT Flagger Training Entity Flagger Instructor Agreement, the flagger instructor will be suspended from this program and cannot train and certify flaggers until their suspension is lifted. This includes CDOT, ATSSA, and NSC certified flagger instructors.

CDOT will send a notice of suspension to the instructor via USPS Certified Mail or FedEx’s Direct Signature option.

**PART 3 – SUSPENSION OF FLAGGER INSTRUCTOR CERTIFICATION OR AUTHORIZATION TO TEACH IN COLORADO**

The notice of suspension from the CDOT Flagger Program will state the corrective actions that need to be taken by the instructor and must be completed by the due date stated in the letter.

A flagger instructor suspension can be lifted by fulfilling the requirements determined by the CDOT Flagger Program. If a flagger instructor has an ATSSA or NSC flagger instructor certification, the flagger instructor may also be required to reconcile their suspension terms with these organizations before CDOT can lift their suspension. Requirements may include but are not limited to:

- Attend and pass a Flagger Instructor Training (FIT) course
- Attend CDOT Flagger Submission Training course
- Have the entity flagger training records audited by the CDOT Flagger Program
- Have a flagger class(es) audited by the CDOT Flagger Program

Once a flagger instructor has responded to the notice of suspension, CDOT will review the responses and documentation and determine if a flagger instructor can be reinstated.

Once a flagger instructor’s suspension has been lifted, the flagger instructor will be on probation for a period of time as determined by the CDOT Flagger Program.

**PART 4 – ACCEPTANCE OF THE CDOT FLAGGER TRAINING ENTITY CERTIFICATION TERMS AND CONDITIONS**

This page must be signed by using either the Adobe Acrobat Certificates “Digitally Sign” feature or by signing a hard copy, scanning, and saving as an Adobe PDF. If neither of these signature options is possible, this form will need to be printed, signed, and mailed to our office. Please ensure that you retain a copy of this agreement for your records.

**Entity Designated Contact/Representative**

<b>Name:</b> _____	<b>Phone:</b> _____
<b>Title:</b> _____	<b>Email:</b> _____
<b>Signature:</b> _____	<b>Date:</b> _____