

Maintenance Work Element Program EXAM SCHEDULE

EXAM WEEKS AS DETERMINED BY REGION					
Weeks/Dates					

Note: Employees will be notified of any adjustments to this schedule at least one week in advance of the change.

EXAM REQUEST PROCEDURE

To request an exam an employee will need to launch the corresponding element in the State of Michigan Learning Center, prior to posted exam week**. Prior to taking an exam the employee must have completed and submitted all the required certification documents, as listed within the work element they are requesting an exam for before the exam will be administered.

All exams are taken online through the State of Michigan Learning Center portal. Once the employee starts an exam, they must complete the entire exam at that time. Leaving an exam prior to completion will result in an automatic failure. The failed exam may be scheduled for the next exam week. Employees can retake a failed exam two times within the next twelve months, from the date of the first failure. If an exam is failed, the employee's element will be denied, and the employee will need to resubmit a request for that element in the Learning Center to be placed back on their Regions next scheduled exam week.

DEMONSTRATION REQUEST PROCEDURE

When an employee is prepared to conduct a demonstration, the employee must contact their immediate supervisor for approval prior to completing a demonstration. Any work elements requiring pre-requisite work elements must be submitted and approved before the demonstration can be administered. All demonstrations must be completed/approved with a Transportation Supervisor, Transportation Maintenance Worker (TMW) 9, or local coordinator that has already completed the demonstration and has been approved the corresponding element.

An employee can retake a failed demonstration one additional time within the next twelve months, from the date of the first failure. See Demonstration Guidelines for more information.

** See work element request procedures for the State of Michigan Learning Center Work Element Program.