

Job Aid: Accessing DOT Learn Center

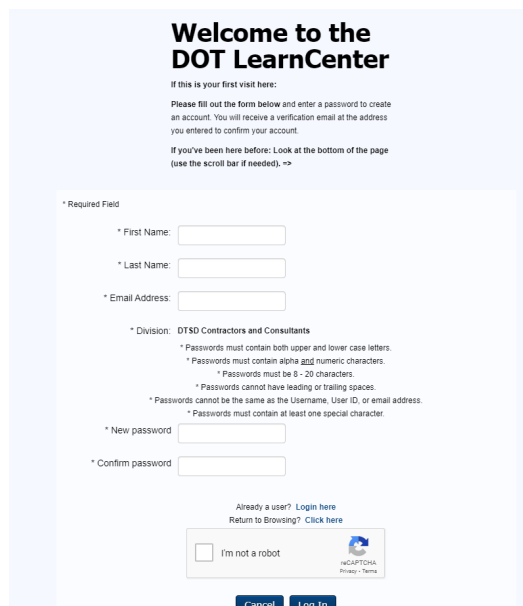
Sponsor's Guide training must be completed by successful applicants to either the Transportation Alternatives Program (TAP), or the Congestion Mitigation & Air Quality (CMAQ) improvement program. This training must be completed once every three years and encompasses both TAP and CMAQ program guidance.

The Sponsor's Guide to Non-Traditional Transportation Project Implementation (Sponsor's Guide) provides information and instructions to Sponsors to help them successfully develop TAP and CMAQ projects in accordance with Federal and State laws and regulations. The Sponsor must become familiar with the Sponsor's Guide so that they understand the responsibilities they are accepting when applying for the benefit of using Federal Funding.

[WisDOT Sponsor's Guide Resources](#)

Step 1: Navigate to the WisDOT LearnCenter

Click [here](#) to open the DOT LearnCenter website. If this is your first time using the LearnCenter, fill out the form to create a new account. Otherwise, navigate to the bottom of the page and select **Already a user? Login here** to proceed.



Welcome to the DOT LearnCenter

If this is your first visit here:

Please fill out the form below and enter a password to create an account. You will receive a verification email at the address you entered to confirm your account.

If you've been here before: Look at the bottom of the page (use the scroll bar if needed). ->

* Required Field

* First Name:

* Last Name:

* Email Address:


* Division: **DTSD Contractors and Consultants**

- * Passwords must contain both upper and lower case letters.
- * Passwords must contain alpha and numeric characters.
- * Passwords must be 8 - 20 characters.
- * Passwords must not have leading or trailing spaces.
- * Passwords cannot be the same as the Username, User ID, or email address.
- * Passwords must contain at least one special character.

* New password:

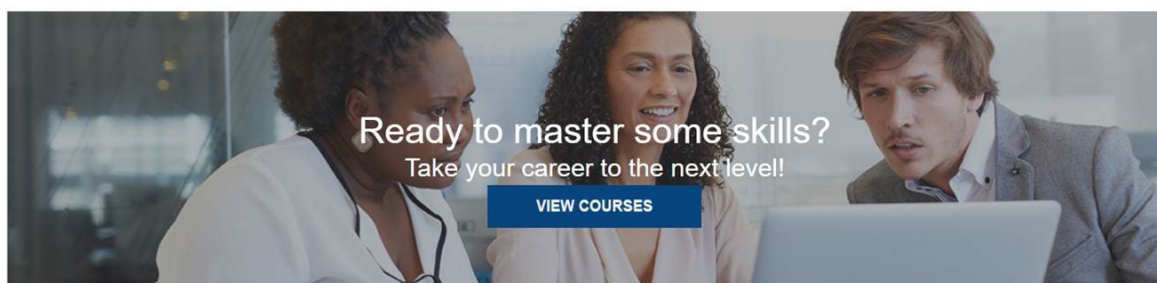
* Confirm password:

Already a user? [Login here](#)
Return to Browsing? [Click here](#)

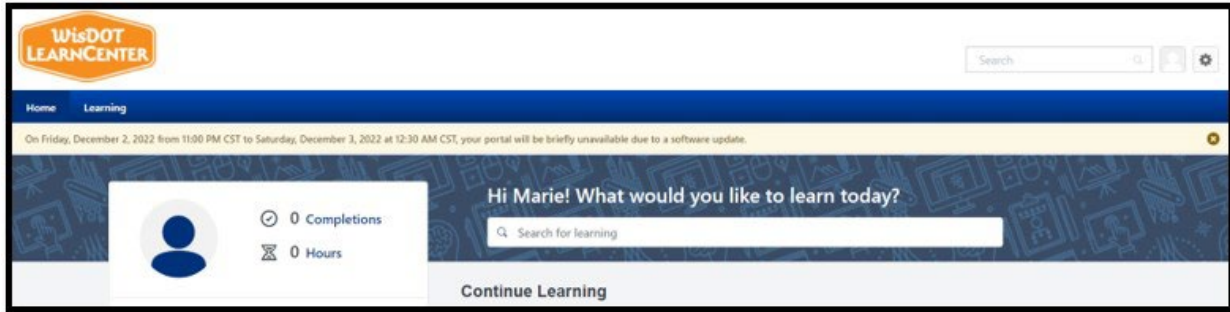
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Step 2: Click the blue **View Courses** button at the top of the page



Step 3: In the search bar, type **Sponsor's Guide**



Step 4: Complete registration for the course

Step 5: Click **Open Curriculum** to access the training modules

CURRICULUM

Sponsor's Guide Certification Training for Project Sponsors

Last Updated 01/17/2025 Duration 4 hours

Details

The Sponsor's Guide Certification Training for Project Sponsors is required for all project sponsors that have been awarded federal funds for locally let non-traditional transportation projects (Transportation Alternatives Program, Congestion Mitigation and Air Quality Improvement Program, and Carbon Reduction Program).

In addition to completing the training, the project sponsor is required to read and review the Sponsor's Guide to Non-Traditional Transportation Project Implementation.

[Show More](#)

Contents

4 Trainings

INTRODUCTION MODULE 1

ONLINE CLASS Sponsor's Guide to Non-Traditional Project Implementation Certification Training Introduction (Module 1)

ONLINE CLASS Sponsor's Guide to Non-Traditional Project Implementation Certification Training Project Authorization Process (Module 2)

ONLINE CLASS Sponsor's Guide to Non-Traditional Project Implementation Certification

[Show More](#)

Step 6: Complete all training modules.

Step 7: Return a signed copy of the Sponsor's Guide certification form (available in the final training module) to dotlocalprograms@dot.wi.gov