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BUREAU OF STRUCTURES

Tony Evers, Governor
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DATE: 12/27/2023 (Email version sent on 12/22/2023)

TO: Wisconsin Bridge Inspectors and Program Managers

FROM: David Bohnsack, P.E.
Chief Structures Maintenance Engineer

SUBJECT: 2024 SNBI/NBIS Training and Update

As most involved with bridge inspections in Wisconsin already know, the final rule on the new National Bridge Inspection Standards (NBIS) and accompanying Specifications for the National Bridge Inventory (SNBI) is being implemented. Some parts of the new regulation took effect immediately in June 2022 and other parts will take effect over the next few years with full implementation by March 2028. WisDOT is working on an implementing the new regulation and specifications. The next bridge inspection cycle beginning March 1, 2024 will include gathering new inventory and assessment items identified in the SNBI.

SNBI TRAINING

WisDOT will be hosting multiple 1 day in-person SNBI training sessions around the state in February 2024 which will include a 4 hour on-line prerequisite course. The training is intended to inform inspectors and program managers of the new SNBI data needed and how to gather the information. It is a one-day in-person training with a 4-hour on-line prerequisite. The in-person training is scheduled at multiple locations around Wisconsin in February (see schedule below). The on-line prerequisite will explain some general SNBI items needed to keep the in-person training to one day.

Region/Office	Date	Location (Room and Address)
NER-Green Bay	2/5	Green Bay/Lake Michigan Rms, NE Region, 944 Vanderperren Way, Green Bay WI
NCR-Wis Rapids	2/6	Room 124, NC Region-Wisconsin Rapids Office, 1681 Second Avenue, South, Wisconsin Rapids WI
NWR-Eau Claire	2/7	Conference Room, Barron County Highway Dept., 250 N 7th St, Barron, WI
SWR-La Crosse	2/8	Conference rooms B19/B20, SW Region-La Crosse Office, 3550 Mormon Coulee Road, La Crosse WI
SWR-Madison	2/12	Columbia/Dane/Rock conference rooms, SW Region-Madison Office 2101 Wright Street, Madison WI
Hill Farms	2/13	Conference rooms S152/S156, Hill Farms, 4822 Madison Yards Way, Madison WI
SER-Waukesha	2/14	Room 314, SE Region, 141 NW Barstow Street, Waukesha WI
SER-Waukesha	2/15	Room 314, SE Region, 141 NW Barstow Street, Waukesha WI

It is highly recommended that all inspectors attend an in-person session, but it is not required. A recorded version will be available and posted online for those that cannot make the course or need a review/reference. Inspectors found on a regular basis not correctly coding SNBI items are subject to a Plan of Corrective Action (POA) in order to remain an active inspector. The new NBIS requires WisDOT to maintain a registry of certified bridge inspectors including actions and results taken against them. An action such as an inspector's POA would be included in the registry.

<u>**TRAINING REGISTRATION**</u>

To register for the Specification for the National Bridge Inventory (SNBI) prerequisite curriculum, please click on the link: [Specification for the National Bridge Inventory (SNBI), Registration Link](#)

If you have a LearnCenter account, go to the "User Already?" click "login here"

1. Search for *Specification for the National Bridge Inventory (SNBI)* curriculum.
2. Select the curriculum named *Specification for the National Bridge Inventory (SNBI)* and register.

If you don't have an account, please create one by:

1. Click on "Access to the LearnCenter" link.
2. Fill out the form and then click on the blue "log in" button below.
3. Once you have created an account, you may register by searching for Specification for the National Bridge Inventory (SNBI).
4. Select the curriculum and register.

A job aid is attached for review.

<u>**INCREASED INSPECTION TIME**</u>

Expect and plan for additional inspection time to gather the SNBI data in the coming inspection cycles. The additional information needed will initially add around an hour to a typical slab or girder structure. As the inspectors become familiar with the data gathering, inspection time should reduce to 20-30 minutes. Some data can be obtained from as-built plans in the office which will reduce the amount of field time. Data items that require a signification amount of time are based on the number of features (highways, railroads, waterways, pedestrian facilities) located on and under the structure. Other data items requiring additional time are related to the makeup of the structure, for example, if every span is a different type, configuration, and material, the inspection time will increase. Some items will be converted from existing data in HSIS requiring the inspector to verify in the field. Plan for additional inspection time.

<u>**INSPECTION SCHEDULE**</u>

It is not necessary to gather the SNBI data for every bridge requiring a routine inspection during the next inspection cycle. All SNBI data must be recorded in HSIS by February 1, 2028 for FHWA submittal. WisDOT recommends the data be gathered during the routine inspection to maximize inspection resources. However, the data can be gathered at any time during the next 4 inspection cycles. The inspection program manager should review their program to determine, based on the available inspection resources, when is the best inspection cycle to gather the information. Bridges on a 48-month inspection cycle due this coming season, should have the data gathered during this routine inspection cycle to avoid the need for a special site visit later. Other bridges on shorter inspection intervals, can have the SNBI data gathered during a future inspection cycle as long is all data for all bridges is recorded by the February 2028 deadline.

Using the DOT LearnCenter as a DTSD Consultant or Contractor

Welcome to the new DTSD Technical Training login process! This guide will walk you through the steps to get your permanent account set up. We'll also walk through how to log into the DOT LearnCenter after your permanent account is established.

This packet contains 2 parts:

- **Initial set up of your new, permanent account** - follow the blue steps in this packet (Steps 1A through 1E, pages 2 - 4) *one time on your first visit to the link below*. **Do this only once**.

- **Accessing this permanent account after it's been set up** – follow the green steps in this packet (Steps 2A – 2B, page 5) on every visit after the first visit to the site.

Questions??

If you have any questions about current or upcoming DTSD Technical Training offerings, please contact the DTSD Technical Training email box at DOTDTSDTechnicalTraining@dot.wi.gov

If you have questions about using the DOT LearnCenter to register for training, view or print your transcript, or print a completion certificate for a course, please contact the DOT LearnCenter Help Desk at learncenter@dot.wi.gov

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The First Time You Visit This Link – Registering and Setting Up Your Account:

Use this link to create your new, permanent account

(this is the *only* time you'll use this link):

Register - Create Your Account

Link Address

https://widoa.csod.com/selfreg/register.aspx?c=%255e%255e%255e1R5LZs3KEwUrCS1IGZl%252f6A%253d%253d

Step 1A: Click on the link to the DOT LearnCenter (shown above) to open the DTSD Contractor and Consultant Login Page on the DOT LearnCenter:

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:
* Organizational: DTSD Contractors and Consultants
* Responsibility: DTSD Contractors and Consultants
* Passwords must be 6 - 12 characters.
* Passwords cannot have leading or trailing spaces.
* Passwords cannot be the same as the Username, User ID, or email address.
* New password:
* Confirm password:

Already a user? Login here
Return to Browsing? Click here

Cancel   Submit

If you've been here before:

Look for the words *Already a User?* under the form. Click on the the *Login here* link found there.

WISCONSIN DEPARTMENT OF TRANSPORTATION

Step 1B: Fill in your first and last name, your email address:

* Required Field

* First Name:
* Last Name:
* Email Address:
* Organizational: DTSD Contractors and Consultants

Step 1C: Type in a password for this new, permanent account.

* 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 cannot 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

Confirm that password by **typing it again**.

Step 1D: Click in the checkbox next to the words "I'm not a robot".

I'm not a robot

reCAPTCHA
Privacy - Terms

When the reCAPTCHA comes back with a green check mark, click on the **Login button.**

Log In

I'm not a robot

reCAPTCHA
Privacy - Terms

This will take you to the page where you can set up some security questions and answers.

You will be choosing two security questions and their answers for your own use. You will use these if you forget to your password and need to reset it.

Define Security Questions

From the drop down list(s) below, select question(s) that can be used later to confirm your identity should you forget your password.

Note: In the future when answering a security question you must enter the answer EXACTLY as you typed it here. Answers are case-sensitive, so if you use capital (upper-case) letters when entering the answer now, you will need to also capitalize those letters when answering the question later. Also, if entering a date as an answer, when answering the question later, you must type it exactly as you did on this screen, using the same dashes, hyphens or other characters as you enter now.

* The answer(s) must be at least 3 characters in length.

1. Security Question: What was the color of your first ▼
    Answer:
    Confirm Answer:

2. Security Question: What is your maternal grandmot ▼
    Answer:
    Confirm Answer:

Cancel   Continue

PLEASE DO NOT SKIP THIS NEXT STEP TO CREATE YOUR SECURITY QUESTIONS AND ANSWWERS

Step 1E: Click on the pull-down arrow next to Security Question: in the top of the window to **choose your first security question by clicking on it** in the drop-down list.

* The answer(s) must be at least 3 characters in length.

1.   Security Question: What was the color of your first ▼

    Answer:

What was the color of your first car?
What was the name of your elementary / primary school?
In what town was your first job?
What is your mother's maiden name?

    Confirm Answer:

Type in your answer for that question in the Answer: and Confirm Answer: textboxes.

* The answer(s) must be at least 3 characters in length.

1.   Security Question: What was the color of your first ◦ ▼

    Answer: •••

    Confirm Answer: •••

Repeat the process for the second Security Question.

Click the Continue button

Continue to keep your answers and finish your account set up.

Security Question: What was the color of your first ◦ ▼

Answer: •••

Confirm Answer: •••

Security Question: What is your maternal grandmot ▼

Answer:

What is your maternal grandmother's maiden name?
What was the make of your first car?
What was your favorite subject at school?
What is your father's middle name?

Confirm Answer:

Your permanent account is now set up. *You do not have to do Steps 1A – 1E again.*

Using Your Permanent Account in the DOT LearnCenter

Use this link to reach the LearnCenter site after your permanent account is created:
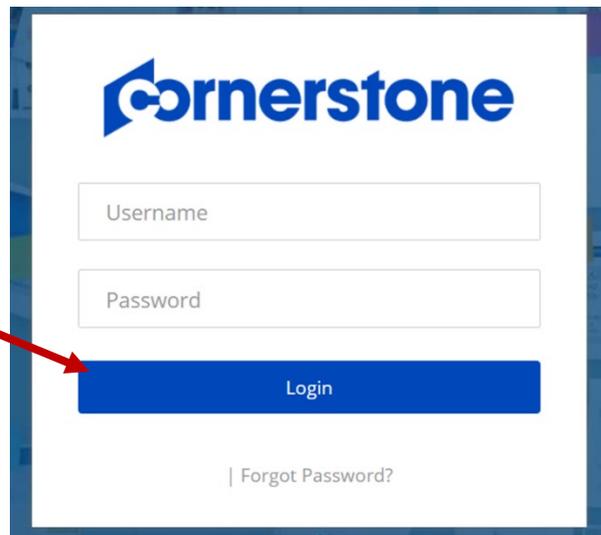
https://widoa.csod.com/
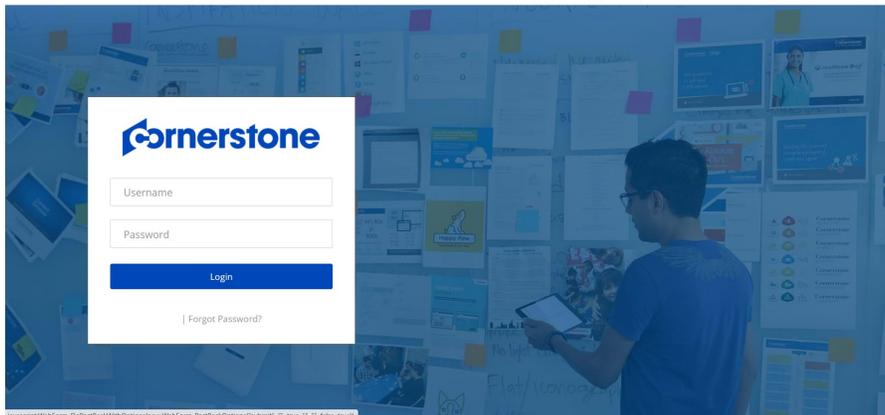
Step 2A: Enter your username and password into the sign-in screen:

- **Username** = your email address
- **Password** = the password you created for your permanent DOT LearnCenter account.

Step 2B: Click the Login button.

Note: If you can't remember your password, click on the **Forgot Username/ Password link** in the login screen, and answer your two security questions to reset your password.