

SPECIAL RTAP SCHOLARSHIP ANNOUNCEMENT

Transit & Community Transportation Management Certificate Program (TCTMCP)

PROGRAM OVERVIEW

Transit and Community Transportation Management Certificate Program is industry-specific management training offered through the Willamette University Atkinson Graduate School of Management. The management certificate program provides a major training option and resource to transit and paratransit professionals.

The program is designed to meet the management development requirements of those involved in the field of transit and community transportation management and operations. It is also structured to meet the constraints of working professionals in terms of class scheduling, duration and content and the learning characteristics of adults. The overall value of the program has been enhanced by awarding Continuing Education Units (CEUs) to participants completing the full requirements of the certificate program.

The Community Transportation Association of America (CTAA) recognizes these classes as meeting the training prerequisite for the Certified Community Transportation Manager (CCTM) examination.

WHO SHOULD PARTICIPATE

The certificate program is beneficial to participants coming from many different types of entities, including, but not limited to the following:

- ◆ Public transit authorities
- ◆ Community-based service providers
- ◆ Private non-profit organizations
- ◆ Private for-profit operators
- ◆ Non-emergency medical service providers

The program is aimed at existing, newly appointed or proposed managers of all the above types of transit and paratransit organizations, including department and administrative managers. It is particularly useful to newly appointed managers who have risen through the ranks with little or no management preparation and are now faced with the task of “managing people” and accomplishing an organization’s goals, objectives and missions through others.

SCHEDULE, LOCATION AND COURSES

The week of: April 14-18, 2008 and May 19-23, 2008 – Goldsmith Building, 401 – 2nd Avenue South, 2nd Floor, Seattle, WA.

SEATTLE WEEK 1 - APRIL 14-18, 2008

April 14, 2008

Course 1: Enhancing Leadership Effectiveness

April 15, 2008	Course 2: Public Transportation - Issues & Challenges
April 16, 2008	Course 3: Managing the Policy Environment - Regulations, Funding & Local Policy
April 17, 2008	Course 4: Budgeting and Financial Management
April 18, 2008	Course 5: Managing the Operation Effectively
SEATTLE WEEK 2 - MAY 19-23, 2008	
May 19, 2008	Course 6: Service Quality Management
May 20, 2008	Course 7: Marketing and Customer Service
May 21, 2008	Course 8: Human Resource Management
May 22, 2008	Course 9: Managing Your Maintenance
May 23, 2008	Course 10: Risk Management, Safety and Security

PROGRAM FEES: Registration is \$2,700 for all ten courses.

PARTIAL TUITION SCHOLARSHIP AVAILABLE

Washington State Department of Transportation will provide five (5) \$1,500 scholarships for partial tuition reimbursement to students completing the classes who are employed by a rural or small urban public transportation organization or a non-profit transportation agency in Washington State. WSDOT will reimburse the local agency once the course is completed.

Application for scholarships must be submitted no later than March 1st.

WSDOT will award scholarships with a priority to new managers (in a management position less than one year) and geographic balance. **Please submit only one scholarship request per organization.** Announcement of scholarships will be made no later than March 14th.

LODGING

Check the Willamette University's web site for additional information regarding the lodging arrangements. All costs associated with travel, lodging and meals will be the responsibility of the local transportation agency.

REGISTRATION

Registration is handled by the Executive Certificate Programs Education Center at Willamette University's Atkinson Graduate School of Management. **Class size is limited to 25 participants. Space is not guaranteed until payment is received.** Payment is required in advance of the class. For additional information contact the Executive Certificate Programs Education Center at 503-370-6115 or email Karen Piter at kpiter@willamette.edu.

FOR MORE INFORMATION ON THE TRAINING

Check out the web site at: <http://www.willamette.edu/agsm/transit/> or contact Cathy Silins, WSDOT, (360) 705-7919 or silincs@wsdot.wa.gov for course information. Contact Ronda Fullerton for more information on the RTAP scholarship program, WSDOT, (360) 705-7911 or fuller@wsdot.wa.gov.

SPECIAL Scholarship Application

Washington State's Rural Transit Assistance Program

Washington State Department of Transportation
PO Box 47387
Olympia, WA 98504-7387
Fax 360-705-6820

(Due to WSDOT no later than March 1, 2008)

Participant Name _____

Organization _____ Federal ID# _____

Address _____

City, State, Zip+4 _____

Phone _____ Fax _____

Name of Training Transit & Community Transportation Management Certificate Program

Date(s) April 14-18, & May 19-23, 2008 Location Seattle, WA

What is your current position and how will your attendance at the Transit & Community Transportation Management Certificate Program benefit your agency? (Use a separate sheet of paper if necessary.)

I, the undersigned Chief Executive Officer of the small urban or rural public transportation agency, understand that this request for a partial scholarship will cover only \$1,500 of the \$2,700 tuition fee and if this application is accepted, my agency will be reimbursed for partial tuition upon confirmation that the employee has attended all ten sessions of the training program. I further understand that my agency will be responsible for travel, room and board and any other travel or training expenses associated with my employee participating in the Transit and Community Transportation Management Certificate Program that is being offered through the Willamette University Atkinson Graduate School of Management.

Chief Executive Officer

Date