

Engineering Assistant Career Development Program (EACDP)

Purpose

The Engineering Assistant Career Development Program (EACDP) is designed to assist participants become licensed professional engineers through a variety of Department-sponsored training, job rotations, and exam preparation support.

Policy for This Procedure

Refer to [Engineering Assistant Career Development Program](#) in Chapter 2, *Training and Development*, of the *Human Resources Policy Manual*.

Participants must also adhere to the program requirements in the [EACDP Guidebook](#). Refer to the Guidebook for enhanced details on the program.

Forms for This Procedure

The following forms are used in the EACDP ([download these forms from eForms](#)):

- ◆ All EACDP participants must sign Form 2151, EA Career Development Program Agreement to agree with the terms and conditions of the program.
- ◆ Form 2151fe, Training Plan for FE Exam, is used during career development for participants seeking EIT certification.
- ◆ Form 2151pe, Training Plan for PE Exam, is used during career development for participants seeking PE certification.

General Conditions

The EACDP provides development opportunities for:

- ◆ Employees with an engineering or related science degree who are preparing for the Fundamentals of Engineering (FE) exam
- ◆ Engineers-in-Training (EIT) who are preparing for the Professional Engineer (PE) exam, and
- ◆ Recently licensed or recently hired PEs.

All EAs must participate in the EACDP unless exempted in writing by the Executive Director.

EAs hired prior to the implementation of this program, September 1, 2008, must be reviewed by their DE/DDs and either enrolled in the program or reclassified to a non-EA title.

Employees not classified as EAs but who meet eligibility requirements may request to be classified as an EA or get a waiver from the Executive Director to enter the EACDP, and must sign form 2151. In cases of promotions or reclassifications, business needs must be justified and appropriate approvals granted.

New hires will have the conditions for the EACDP outlined in their conditional offer of employment letter and must sign form 2151 at their new hire in-processing.

DE/DDs must ensure that EACDP participants have a Training Plan in place within 90 days of signing form 2151.

Eligibility

EAs and non-EAs are eligible for this program if they:

- ◆ Are approved by their DE/DD
- ◆ Possess an engineering or related science degree; OR
- ◆ Obtain a Fundamentals of Engineering (FE) examination waiver from the Texas Board of Professional Engineers and Land Surveyors (TBPELS); OR
- ◆ Pass the FE exam; AND
- ◆ Have a performance review of “Achieved” on their most recent end-of-year Career Conversation; AND
- ◆ Are not on disciplinary probation (does not include initial probation for new hires); AND
- ◆ Received no written reprimand in the last six months (DE/DD may coordinate with Director of HRD to request a waiver in cases of minor written reprimands); AND
- ◆ Complete and sign Form 2151, EA Career Development Program Agreement, agreeing to the program requirements within 30 days of hire.

All Engineering Assistants (EAs) must participate in the EACDP unless a request in writing is submitted by the DE/DD in consultation with the Workforce Development section of HRD to be approved by the Chief Engineer or designee. Exceptions for entry into the program for those that are not classified as an EA may be requested, through a memo, by the DE/DD after consultation with HRD and HRD-WFD. The memo must be approved by the Chief Engineer or designee.

Performance Review

To be considered for participation in the program, the employee must most recently have received an annual overall performance review of “Achieved.” If their review was “Not Achieved,” a new review must be conducted before they can be considered for the program.

Service Time Commitment

Participants must agree to the following minimum service time commitments:

- ◆ One consecutive year after passing the FE exam, or
- ◆ Two consecutive years after passing the PE exam.

Service time begins upon passing the specified exam, provided that participants meet all conditions of employment and eligibility at that time.

Service time commitments for the EACDP are in addition to any other service time commitment an employee has with the Department and run concurrently with all other program commitments.

Responsibilities

The following table shows responsibilities for this procedure:

Responsibilities for Parties Involved in the EACDP

Party	Responsibilities
District/Division Training Liaison	<ul style="list-style-type: none"> ◆ Inform Workforce Development Section (WFD) of HRD about new EA. ◆ Provide copies of all appropriate forms. ◆ Maintain file of forms and correspondence for each participant. ◆ Assist WFD during generation of training sessions.
Workforce Development Section	<ul style="list-style-type: none"> ◆ Maintain file of forms and correspondence for each participant. ◆ Create and manage the ELM training session records of the EPC trainings. ◆ Enroll appropriate employees. ◆ Record training completion in employee's training files in ELM (PeopleSoft). ◆ Prepare spreadsheet of participant data for each exam training session. ◆ Approve invoice for payment and verify payment made to vendors.

Responsibilities for Parties Involved in the EACDP

Party	Responsibilities
Participant	<ul style="list-style-type: none"> ◆ Complete Form 2151, EA Career Development Program Agreement. ◆ Submit for approval and signature by both supervisor and DE/DD. ◆ If seeking EIT certification: <ul style="list-style-type: none"> • Complete Form 2151fe, Training Plan for FE Exam. • Work with supervisor and mentor to begin career development. • Will be enrolled in the next EIT Exam Prep Training (EPC101). • Begin to work on necessary levels of experience through job rotation. ◆ If seeking PE certification: <ul style="list-style-type: none"> • Complete Form 2151pe, Training Plan for PE Exam. • Begin job rotation and career development. • Will be enrolled in the next PE Exam Prep Training (EPC102/103). • Work with an assigned mentor on career development. ◆ Complete their programs: <ul style="list-style-type: none"> • Engineer-in-Training (EIT) – must achieve Texas Board of Professional Engineers (TBPE) certification within two years from date of signing form 2151. • Professional Engineer (PE) – must achieve TBPE licensure within two years from date of signing form 2151, or within two years of becoming eligible to apply for PE examination (as determined by TBPE criteria), whichever is later.

Training and Benefits

The EACDP assists Engineering Assistants (EAs) in becoming licensed Professional Engineers (PEs) through four primary components:

- ◆ Training
- ◆ Job Rotation Activities (JRAs)
- ◆ Mentoring
- ◆ Fundamentals of Engineering (FE) and PE exam preparation courses:
 - EPC101 – Fundamentals of Engineering (FE) Exam Preparation
 - EPC102 – Principles and Practice of Engineering (PE) Exam Preparation – Breadth
 - EPC103 – Principles and Practice of Engineering (PE) Exam Preparation – Depth

EAs must attend all sessions prior to their exam while in the EACDP, including repeating the exam prep courses when the EA has failed the prior exam. EAs who fail to attend these assigned courses or to take the eligible exam may be suspended from the program for non-compliance with the program requirements.

EAs requiring preparation for exams other than Civil Engineering, may attend the exam prep courses when approved by their supervisor and Workforce Development.

Other program benefits include:

- ◆ Professional Development Advisor (PDA) Services – Contracted licensed PEs provide individual coaching and guidance to EAs, perform Supplemental Experience Record (SER) reviews, and assist with other issues pertaining to obtaining an Engineer-in-Training (EIT) certification or PE license
- ◆ Engineering Assistant Groups (EAG) – Each District/Division may establish an EAG that meets regularly to discuss activities, tour projects, receive presentations on new technologies, and participate in formal training and volunteer activities. EAGs provide opportunities for peer support and networking
- ◆ Field Projects – EAs will participate in a variety of field projects that will provide opportunities to visit actual projects and gain insight into the real production of a transportation project

The [EACDP Guidebook](#) provides additional program details, advice, and suggestions to ensure an EA's success as a future TxDOT PE.

Participants Suspended from the EACDP

Participants who fail to timely fulfill program requirements will be suspended from the EACDP and reclassified to another job title appropriate for their assigned duties at the same salary group with no change in pay.

Reinstatement into the EACDP after failing to meet the program goals requires approval of the DE/DD and concurrence of the Director of HRD.

Participants suspended from the EACDP for failing the Fundamentals of Engineering Exam for the fourth time may be reinstated to the program only after achieving:

- ◆ Certification as an Engineer-in-Training, or
- ◆ A waiver of the exam by the Texas Board of Professional Engineers and reclassification to Engineering Assistant.

Participants suspended from the program for failing the Principles and Practices of Engineering (PE) Exam for the fourth time will not be reinstated to the program. Once they pass the PE exam and are licensed as a Professional Engineer, they may apply for Transportation Engineer positions upon availability and compete for the position.

The DE/DD may not authorize payment for tuition, travel, or other associated expenses for training or exam refresher courses for employees who are suspended from the program.

The supervisor, with DE/DD approval and workload permitting, may allow suspended employees to study or prepare for exams or licenses that are required by their job description or by the DE/DD during official work hours.

Repayment

Participants must repay the Department for all applicable costs of the EACDP if they leave the Department before completing their service commitments (1 year for EIT, 2 years for PE). This is regardless if they have been promoted or reclassified out of the program.

Cancellation from the EACDP results in an employee repayment obligation. The total repayment amount includes all costs, tuition, and expenses paid by the Department for exam preparation course(s) attended while in the EACDP. Employees are also liable for reasonable expenses incurred in obtaining repayments, including reasonable attorney's fees. Employees may be reported to credit agencies for failure to repay the Department.

However, if an employee is suspended from and not reinstated into the EACDP and remains with the Department for two years, no reimbursement is required.

Requests for reduction or cancellation of debt or service requirements due to hardship must be submitted to the Director of HRD for processing and approved by the Executive Director.