INDOT Employees Achieve Important Milestones

Every month, INDOT employees achieve certifications, licenses, and academic degrees through the INDOT tuition and license reimbursement program, which reimburses workers up to $5,250 per calendar year for these expenses.

INDOT's tuition and license reimbursement program directly supports an agency goal to take INDOT to the next level by developing INDOT's 21st century workforce. All tuition and license reimbursements require preapproval by Talent Management. For more details, click here.

These employees worked hard to achieve their career milestones, which were realized in August 2023. Be sure to congratulate them!

Name: Amber Marshall
Location/Position: Central Office, Real Estate Specialist
Milestone: Notary public license
In Her Own Words: I have always wanted to get my notary license but was not sure where to start because the process seemed to be confusing. Truthfully, I lacked the push to just do it. When INDOT hired me, acquiring the notary license was part of my job requirements, so I had to figure it out.

Once my team walked me through the process, I realized that it was not confusing at all. OOPS! The class was short and sweet, just how I like my trainings. I do like having the ability to help around the office when needed and help others, if asked, to notarize documents.

I am glad that INDOT gave me the push to "just do it."

Congratulate Amber: Send Amber your best wishes for this achievement by clicking here.
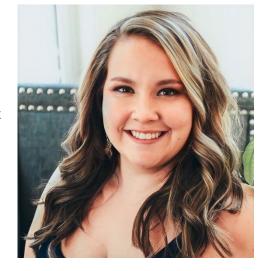
Name: Chase Schneider
Location/Position: Central Office, Major Projects Delivery Project Manager
Milestone: Project Management Professional (PMP)
In His Own Words: Obtaining the PMP was a bit of a gauntlet. I took the test in September 2020, which was the older version of the test. The current version, from what I understand, now focuses on "agile" versus "waterfall" project methodologies. When I took the test, it focused on the five domains: initiating, planning, executing, monitoring/controlling, and closing.

When I studied for the exam, I threw myself into every available study method that I could find. I signed up for a Joseph Phillips course on Udemy (which is still relevant for the new exam), referenced the Project Management Body of Knowledge guide, made notecards, downloaded apps on my phone, took practice tests, etc. Then every night, I'd study for around an hour to two. One thing to note is that I failed nearly all the practice tests, but even though I was failing them, I was still figuring out the testing style and the type of questions that I would be facing on the actual test.

I found that the best motivating factor for convincing myself to study was scheduling the test. I scheduled a date for the test and told myself, "OK, you've paid money for this now, you're invested, you have to pass." Until

I actually set the date, I could never find the motivation, or I would never be consistent about learning the material. Once the date was set, it became very real, and I was determined to pass.

"Finding the motivation" is a bad way to put that. I would describe it better as creating a habit. Because to be honest, this material is very dry. It's nearly impossible to motivate yourself to read the Project Manager Book of Knowledge or listen to Joseph Phillips for any extended period. So, you have to just make it a habit.

The actual test was a bit of a mind game. The questions were designed to test applied knowledge by describing situations and then applying the most relevant project process or sub-process. The length of the test and the time limit erode your confidence in what you know. So, when you happen upon questions that you're not sure about, mark them and come back to them later. Many of the questions could be solved by process of elimination.

For anyone taking the test, make a habit of studying, be confident in yourself, and be sure to eat a good breakfast!

Congratulate Chase: Send Chase your best wishes for this achievement by clicking here.

Tuition and License Reimbursement Requests

Tuition Reimbursement: Full-time employees with at least 12 months of continuous employment with the state of Indiana may be eligible for tuition reimbursement up to $5,250 per calendar year! INDOT's ITAP application enables eligible employees to submit their tuition reimbursement requests, upload required documentation, and track reimbursement progress entirely online. Launch the application by logging into your ITAP account and scrolling to the Human Resources section. For questions about submitting your reimbursement application or the tuition reimbursement policy, visit the Tuition Reimbursement SharePoint page.

License Reimbursement: Full- and part-time employees with at least six months of employment with the state of Indiana may be eligible for the license reimbursement program, up to $1,000 per calendar year. All submissions go through the ITAP application. Information on submitting a license reimbursement request or viewing the guidelines are available on the License Reimbursement SharePoint page.