

BOARD OF SUPERVISORS

MADISON COUNTY, MISSISSIPPI

Department of Engineering
Tim Bryan, P.E., PTOE, County Engineer

3137 South Liberty Street, Canton, MS 39046
Office (601) 855-5582 FAX (601) 859-5857

MEMORANDUM

October 14, 2025

To: Casey Brannon, Supervisor, District I
Trey Baxter, Supervisor, District II
Gerald Steen, Supervisor, District III
Karl Banks, Supervisor, District IV
Paul Griffin, Supervisor, District V

From: Tim Bryan, P.E., PTOE
County Engineer

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County Engineer

Re: License Renewal

Tim Bryan is requesting the county to pay the 3-year renewal fee for his Professional Traffic Operations Engineer license.

CASEY BRANNON
District One

TREY BAXTER
District Two

GERALD STEEN
District Three

KARL M. BANKS
District Four

PAUL GRIFFIN
District Five

Reminder Certification Renewal

From orders@ite.org <orders@ite.org>

Date Thu 10/2/2025 11:29 AM

To Timothy Bryan <timothy.bryan@madison-co.com>

CAUTION! External Content. Please use caution when opening attachments and links. Do not provide your username and password if requested.

Dear Tim,

The TPCB appreciates the investment you have made in your professional development by pursuing and achieving the PTOE® certification. As a PTOE you are recognized as one of a specialized group of professionals with the set of skills and expertise needed to build better communities. TPCB is committed to expanding the awareness of all its certification programs, encouraging jurisdictions to give preference to those who are certified.

A friendly reminder letting you know your PTOE® is due to be renewed by 11/7/2025 and you should take the following steps to renew:

Go to www.tpcb.org

Hover over Certification -> Click Appropriate Program

In the left column under Certification Click "Renewal Requirements"

Click Renew Online

All certificants have a record in ITE's system. If you are an ITE member or non-member who already know your username and password for the TPCB website, please use those credentials. If you do not know your username and password or have any issues logging on, please contact certification@tpcb.org. DO NOT CREATE A NEW RECORD.

PDH/CM Requirements for Renewal

PDHs/CMs need to be provided as a part of the renewal process, and they must be earned within the three (3) years prior to your certification expiration date which is 11/7/2025. Any PDHs earned outside of the three-year window are not valid.

If you are a member of ITE, you have access to the free record-keeping system which can be found [here](#). Certificants who are not members of ITE can choose to subscribe to the ITE Record Keeping System for a \$75 3-year subscription fee

PDH/CM Record Form: If you do not use the ITE Record Keeping System, you can use this template to record your various professional development activities. <https://www.tpcb.org/TPCB/assets/File/PUBLISHED/TPCB%20Template%20for%20PDH%20Uploading%20>

Fillable.pdf

Please note, ITE's record keeping system is not connected to the TPCB area. You must download from ITE and upload the document into TPCB.

We are looking for one document summarizing your PDHs. The information the reviewers are looking for and any one-line item should include: 1) Hosting Organization; 2) Title or subject matter; 3) Event (webinar, seminar, conference); 4) Dates; 5) Number of PDH's; 6) Total number of PDHs

Please upload your PDHs in the appropriate area. *Do not* upload your PDHs in the resume area.

We want to ensure that you avoid becoming inactive or penalty fees by completing your renewal form and payment on time.

If you have any questions, please do not hesitate to contact us at certification@tpcb.org

Sincerely,

Jan O. Voss, P.Eng., PTOE
Chair, Transportation Professional Certification Board



ABOUT

CERTIFICATION

PTOE

Requirements

Fee Schedule

Online Application

Exam Format and Content

Reference Material

PTOE Refresher Course

Practice Test

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Conversion Factors and Formulae

Renewal Requirements

Recordkeeping

PTP

RSP1

RSP2

RSP SA

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EXAMS

FAQS

LOGIN

Fee Schedule

Application and examination fee (non-refundable)*	\$175.00
Initial 3-year certification fee (can be refunded to unsuccessful candidates)	\$315.00
Renewal fee (good for 3 years)	\$300.00
Unsuccessful exam retake fee*	\$150.00
Rescheduling fee	\$200.00
Exam rescoring fee (if you do not obtain a passing score, you may pay to have your exam rescored)	\$60.00
International additional fee (for exams outside of North American)	\$400.00

Additional Fee Structure

Duplicate Certificate	\$40.00
Late Fees (after 90 day-grace period ends and inactive letter is mailed)	
- 1-2 months	\$25.00
- 3-6 months	\$50.00
- After 6 and up to 24 months	\$100.00
Hardship Application	No Charge

(All fees for deployed Military will be waived...except duplicate certificate)

* For exams administered outside the United States and Canada an additional exam fee is required. For specific fees e-mail certification@tpcb.org.