**How to Setup a TIM Class**

1. At least 30 days before the training set up your class utilizing the following steps.
2. Utilize the following link: [https://aub.ie/altim](https://urldefense.proofpoint.com/v2/url?u=https-3A__aub.ie_altim&d=DwMFAg&c=lSeynXUFlYj-tdeX6gNnztbCom1Kz3WIsk-7BcsdgdY&r=CUsKTlg_u2JwMkkcLDq7wYxSqStsTyuK7pu96GJSjpY&m=0QrL6y_AX0JxlsBjSickvbCpX747lsxNX1y1lNCDZrc&s=ex5W6HWhcf7nPmMqOqsJyQ2cv487PE_k-M5aHK7hfbU&e=)
3. Complete the following fields:
   1. Training Class Setup By
   2. Date of Training
   3. Time Class Begins
   4. Time Class Ends
   5. County Training is to be held in
   6. Location of Training (name of building, etc.)
   7. Location Address (physical address including city, state, zip)
   8. Contact Person at Training Location
   9. Contact Person’s Phone Number
   10. Training Class Minimum Size
   11. Training Class Maximum Size
   12. Training Type
       1. Select 6 Hour Class
   13. Training Instructor’s individually (include email address, discipline, and phone number)
   14. Additional Information
4. Upon completion of this form, verification of class setup should be received via email within 5 business days. If verification has not been received, please contact one of the following:
   1. Ken Colvert - [Kenneth.Colvert@birminghamal.gov](mailto:Kenneth.Colvert@birminghamal.gov)
   2. David Johnson – [johnsond@dot.state.al.us](mailto:johnsond@dot.state.al.us)
   3. Gary Patrick - [cpstudio97@aol.com](mailto:cpstudio97@aol.com)
   4. Thomas Taylor - [Thomas.Taylor@alea.gov](mailto:Thomas.Taylor@alea.gov)
   5. John Wade - [tow195@bellsouth.net](mailto:tow195@bellsouth.net)
   6. Scott Wallace - SWALLACE@baldwincountyal.gov
5. The verification email you receive will provide you a link that will take you to the site to register students for your class: [http://eng.auburn.edu/continuing-education/traffic-incident-management/](https://urldefense.proofpoint.com/v2/url?u=http-3A__eng.auburn.edu_continuing-2Deducation_traffic-2Dincident-2Dmanagement_&d=DwMGaQ&c=lSeynXUFlYj-tdeX6gNnztbCom1Kz3WIsk-7BcsdgdY&r=CUsKTlg_u2JwMkkcLDq7wYxSqStsTyuK7pu96GJSjpY&m=5mGb7GGM7VzHVwTF9w0ToTG8nD2ZMCSO3lgCEyh1jz4&s=anqix4PL0xlu6GUMAhnq3v9dTUBX-en6WUY1cvKZaL8&e=)
6. To follow the progress of registration, please email Ms. Kim Brumbloe for updates on registration - [brumkim@auburn.edu](mailto:brumkim@auburn.edu)