WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS CONTROL, SOILS AND TESTING DIVISION

GENERAL INFORMATION GUIDE FOR TECHNICIAN AND INSPECTOR CERTIFICATION PROGRAM (TICP)

1. PURPOSE

1.1. The purpose of the West Virginia Division of Highways (WVDOH) Technician and Inspector Certification Program is to improve the quality assurance of various materials by the certification of industry and WVDOH. This procedure is to establish guidelines for this purpose.

2. GENERAL

2.1. It is the WVDOH's intent to conduct a cooperative program of training, study, and examination so that personnel of the producer, contractor, and the WVDOH will be able to better assure, by their increased technical knowledge, the level of quality required by the governing Specifications.

3. REFERENCED DOCUMENTS

3.1. MP 720.10.01 - Guide for Using a High-Speed Inertial Profiler to Measure the Longitudinal Profile of Pavement.

3.2. MP 106.03.51 - Policy for Materials Certification Reciprocity with PCC Inspector, PCC Technician, and Aggregate Technician

4. SCOPE

4.1. This procedure is applicable to all requirements, guidelines, and other support documents of the WVDOH that reference conditions, methods, and levels of qualification specific to the WVDOH Training and Certification Program.

5. POLICIES AND ADMINISTRATION

5.1. Certification Board - The Certification Program will be carried out in accordance with general policy guidelines established or approved by the State Highway Engineer. They will be advised by a Board composed of the following members:

1. State Highway Engineer
2. Deputy General Counsel
3. Director of MCS&T - hereafter referred to as “Director”
4. Quality Assurance Program Administrator
5. Applicable MCS&T Supervisor(s)

5.1.1. The Certification Board will meet when called by the Director.

5.1.2. Administration - The program will be administered by the Director.

5.1.3. The Program Administrator shall be appointed by the Director. The Program Administrator will be assigned to assist the Director in administering the program and to handle planning, administration, and coordinating functions as may be delegated within the scope of appropriate WVDOH directives.

6. REQUIREMENTS

6.1. Where applicable, quality control representatives of the contractor and/or producer will be certified in the applicable certifications listed below, depending on the individual's duties or responsibilities. Responsibilities and qualification requirements are listed in appropriate support documents such as Specifications, Materials Procedures and/or Quality Control Plans.

6.2. For purposes of the WVDOH Quality Assurance Program, a non-WVDOH employee who is a certified Technician/Inspector represents the company of which they are an employee on the project, owner, or partner (as defined by the Federal Wage and Hour Legislation). If said company has subsidiary or affiliated organizations, each organization will be required to have its own certified Technicians/Inspectors where applicable unless the State Highway Engineer makes an exception. Exceptions will be granted only when it can be proven that the certified Technician/Inspector performs the duties of the Technician/Inspector for all the subsidiary or affiliated organizations.

7. CERTIFICATION CLASSES

7.1. The Technician and Inspector Certification Program (TICP) offers certification classes in the following disciplines:

1. Aggregate Sampling Inspector, refer to Section 8
2. Aggregate Technician, refer to Section 9
3. Asphalt Field & Compaction Technician, refer to Section 10
4. Asphalt Plant Technician, refer to Section 11
5. Asphalt Preservation Technician, refer to Section 12
6. Inertial Profiler Operator, refer to Section 13
7. Portland Cement Concrete Inspector, refer to Section 14
8. Portland Cement Concrete Technician, refer to Section 15
9. Radiation Safety, refer to Section 16
10. Soils & Aggregate Compaction Technician, refer to Section 17

Refer to section 19 for Certification Process Requirements

8. AGGREGATE SAMPLING INSPECTOR

8.1. Certification as an Aggregate Sampling Inspector qualifies the technician to perform sampling of aggregates for both Quality Control and Quality Assurance.

8.1.1. Details of this class are available on the MCS&T Webpage[1]

8.2. The web-based examination for an Aggregate Sampling Inspector consists of the following areas:

1. Specifications
2. Sampling Fundamentals
3. Sampling Methods and Equipment
4. AASHTO T 27 Sieve Analysis of Fine and Coarse Aggregates
5. AASHTO T 11 Materials Finer Than 75-µm (No. 200) Sieve in Mineral Aggregates by Washing

The Aggregate Sampling Inspector requires the successful completion of an online examination.

8.3. No practical examination nor apprenticeship is required for this certification.

9. AGGREGATE TECHNICIAN

9.1. Certification as an Aggregate Technician Inspector qualifies the technician to perform sampling and/or testing of aggregates for both Quality Control and Quality Assurance.

9.1.1. Details of this class are available on the MCS&T Webpage[2]

9.2. The written examination for an Aggregate Inspector consists of the following areas:

1. Aggregate Specifications and Procedures
2. Aggregate Fundamentals
3. Sampling, Control, and Inspection of Aggregates
4. Aggregate Testing

9.2.1. The applicant must complete an apprentice cycle, please refer to section 19.2. After successful completion of the written examination, the applicant will be required to pass the practical examination. The technician must be able to perform the routine tests associated with aggregate quality assurance.

9.3. American Concrete Institute (ACI) Aggregate Testing Technician - Grade I certification will be accepted as a portion of the West Virginia Aggregate Technician training. However, the applicant must pass the online West Virginia Aggregate Technician written certification test before a certification is issued. Refer to MP 106.03.51. Documented 40 hours of work experience shall be submitted for certification, but a practical exam is not required.

9.4. APPRENTICESHIP REQUIREMENTS

9.4.1. Before scheduling the Practical Exam, each participant shall complete a minimum 40 hours of hands-on training under the supervision of a WVDOH Certified Aggregate Technician in the eight different aggregate tests on which the participant will be tested. The tests to be trained in are:

[1] https://transportation.wv.gov/highways/mcst/Pages/aggsamplinspec.aspx

[2] https://transportation.wv.gov/highways/mcst/Pages/Agg-Technician.aspx

1. AASHTO T 11 Materials Finer Than 75-µm (No. 200) Sieve in Mineral Aggregates by Washing
2. AASHTO T 19 Bulk Density ("Unit Weight") and Voids in Aggregate
3. AASHTO T 27 Sieve Analysis of Fine and Coarse Aggregates
4. AASHTO T 84 Specific Gravity and Absorption of Fine Aggregate
5. AASHTO T 85 Specific Gravity and Absorption of Coarse Aggregate
6. AASHTO T 89 Determining the Liquid Limit of Soils
7. AASHTO T 90 Determining the Plastic Limit and Plasticity Index of Soils
8. MP 703.00.21 Standard Method of Test for Percent Crushed Particles

Once the Participant has completed the minimum 40 hours of training, The WVDOH Certified Aggregate Technician who performed the training will complete the Apprenticeship Log Sheet and include their written name, signature and certification number with the date of completion. The Log Sheet shall then be submitted to the QA Program Administrator electronically.

9.4.2. Once the Training Log has been received and verified by the QA Program Administrator, the participant will be contacted by the MCS&T Aggregate Section to schedule the practical exam (All Practical Examinations must be completed within 90 days from the date of the original written test date.) If the participant fails, they will be denied the Certification.

10. ASPHALT FIELD AND COMPACTION TECHNICIAN

10.1. Certification as an Asphalt Field and Compaction Technician qualifies the technician to oversee or inspect asphalt pavement construction. In addition, the class hand-out material is a valuable reference tool for each stage of the construction process. The required radiation safety training is included in this class and will certify attendees with a passing score to perform nuclear density testing on asphalt pavements.

10.1.1. Details of this class are available on the MCS&T Webpage[3]

10.2. The written examination for this class consists of the following areas:

1. Specifications
2. Surface Preparation
3. Mix Delivery and Placement
4. Joint Construction
5. Percent Within Limitations (PWL)
6. Troubleshooting
7. Compaction Test Procedures
8. Radiation Safety and Nuclear Gauge
9. Test Procedure Problems
10. Testing Forms

10.2.1. This certification has two options: with or without gauge endorsement. Only the applicant for the option with gauge must complete an apprentice cycle, please refer to

[3] https://transportation.wv.gov/highways/mcst/Pages/AsphaltFieldTech.aspx

section 19.2. For the option without the gauge, participants will take a written exam. For the option with the gauge, after successful completion of the written examination, the applicant will be required to pass the practical examination. The technician must be able to perform the routine tests associated with asphalt compaction quality assurance.

10.3. APPRENTICESHIP REQUIRMENTS

10.3.1. Each Participant shall complete a minimum 40 hours of hands-on training for the following tests under the supervision of a WVDOH certified Asphalt Field and Compaction Technician.

1. AASHTO T 355 Standard Method of Test for In-Place Density of Asphalt Mixtures by Nuclear Methods
2. Specification 401 Gauge Comparison

Once the Participant has completed the minimum 40 hours of training, the WVDOH certified Asphalt and Field Compaction Technician who performed the training will complete the Apprenticeship Log Sheet and include their written name, signature and certification number with the date of completion. The Log Sheet shall then be submitted to the QA Program Administrator electronically.

10.3.2. The participant will be contacted by the MCS&T Pavement Analysis and Evaluation Section to schedule the practical exam. The practical exam may be attempted prior to the completion of the apprenticeship cycle (All Practical Examinations must be completed within 90 days from the date of the original written test date.) If the participant fails, they will be denied the Certification.

10.4. A technician that does not demonstrate proper radiation safety training shall not be allowed to continue testing on a WVDOH Project. They must be replaced by another qualified technician. Anyone who does not meet the applicable safety standards must provide proof of additional WVDOH approved radiation safety training before another evaluation will be conducted.

11. ASPHALT PLANT TECHNICIAN

11.1. Certification of the Asphalt Technician qualifies the employee technician to take asphalt mixture samples, perform quality control or quality assurance testing on plant produced asphalt mixtures, make plant and mix adjustments, aggregate proportioning, and other duties.

11.1.1. Details of this class are available on the MCS&T Webpage[4]

11.2. The written examination for this class consists of the following areas:

1. Specifications
2. Fundamentals
3. Sampling and Testing
4. Control and Inspection
5. Mix Proportioning and Adjustment

[4] https://transportation.wv.gov/highways/mcst/Pages/hotmixasp.aspx

11.2.1. The applicant must complete an apprentice cycle, please refer to section 19.2. After successful completion of the written examination, the applicant will be required to pass the practical examination. The technician must be able to perform the routine tests associated with asphalt plant quality assurance.

11.3. APPRENTICESHIP REQUIREMENTS

11.3.1. Each participant shall complete a minimum 40 hours of hands-on training under the supervision of a WVDOH Certified Asphalt Plant Technician in the tests on which the participant will be tested. The tests to be trained in are:

1. ASTM D6926 - Preparation of Asphalt Mixtures by Means of the Marshall Apparatus
2. AASHTO T 312 - Preparing and Determining the Density of Asphalt Mixture Specimens by Means of the Superpave Gyratory Compactor
3. AASHTO T 166 - Bulk Specific Gravity (GMB) of Compacted Hot Mix Asphalt (HMA) Using Saturated Surface-Dry Specimens
4. AASHTO T 331 - Bulk Specific Gravity (GMB) and Density of Compacted Hot Mix Asphalt (HMA) Using Automatic Vacuum Sealing Method
5. AASHTO T 209 – Theoretical Maximum Specific Gravity (GMM) and Density of Hot Mix Asphalt (HMA)
6. ASTM D6927 – Resistance to Plastic Flow of Asphalt Mixtures Using Marshall Apparatus
7. AASHTO T 308 – Determining the Asphalt Binder Content of Hot-Mix Asphalt (HMA) By the Ignition Method, (Method A)
8. AASHTO T 30 – Mechanical Analysis of Extracted Aggregate
9. AASHTO T 269 Standard Method of Test for Percent Air Voids in Compacted Dense and Open Asphalt Mixtures

Once the Participant has completed the minimum 40 hours of training, the WVDOH Certified Asphalt Plant Technician who performed the training will complete the Apprenticeship Log Sheet and include their written name, signature and certification number with the date of completion. The Log Sheet shall then be submitted to the QA Program Administrator electronically.

11.3.2. The participant will be contacted by the MCS&T Asphalt Section to schedule the practical exam. The practical exam may be attempted prior to the completion of the apprenticeship cycle (All Practical Examinations must be completed within 90 days from the date of the original written test date.) If the participant fails, they will be denied the Certification.

12. ASPHALT PRESERVATION TECHNICIAN

12.1.1. Certification of the Asphalt Preservation Technician is currently optional. This certification is for technicians who want to be more prepared for asphalt preservation style projects.

12.1.2. Details of this certification are available on the MCS&T Webpage[5]

12.2. This exam is based on web-based training found in the AASHTO Technical Training Solutions courses https://store.transportation.org/Trainings?/C_PP

12.2.1. The required courses are as follows:

1. Flexible Pavement Preservation Treatment Introduction (1 PDH)
2. Flexible Pavement Preservation Treatment Selecting the Right Treatment (0.5 PDH)
3. Flexible Pavement Preservation Treatment Materials (2 PDH)
4. Flexible Pavement Preservation Treatment Localized Pavement Repairs (1.5 PDH)
5. Flexible Pavement Preservation Treatment Crack Sealing and Fillings (1.5 PDH)
6. Flexible Pavement Preservation Treatment Fog Seals (1 PDH)
7. Flexible Pavement Preservation Treatment Chip Seals (1.5 PDH)
8. Flexible Pavement Preservation Treatment Slurry Seals (1.5 PDH)
9. Flexible Pavement Preservation Treatment Micro-Surfacing (1.5 PDH)
10. Flexible Pavement Preservation Treatment Thin Functional HMA Overlay (2 PDH)

12.2.2. A printed copy of the Certificates of Training from these courses is required to be presented for registration on the day of the exam.

12.3. The written examination for an Asphalt Preservation Technician consists of the following areas regarding chip seals, micro surfacing, thin overlays, and crack sealing

1. Fundamentals of Preservation
2. Pavement Conditions and Treatment Selection
3. Performance Characteristics
4. Inspection and Best Practices

12.3.1. No practical examination nor apprenticeship is required for this certification.

13. INERTIAL PROFILER OPERATOR

13.1. This certification allows a technician to operate a lightweight/low-speed and high-speed inertial profiler.

13.2. This certification does not have class, nor does the test need to be proctored by the WVDOH. The exam is provided upon request. Details of this certification are in MP 720.10.01 - Guide for Using a High-Speed Inertial Profiler to Measure the Longitudinal Profile of Pavement

13.3. The written examination for the inertial profiler operator covers of the following areas:

1. WVDOH Specifications
2. AASHTO and ASTM Specifications
3. Knowledge of operation and analysis of collected data.

13.3.1. No practical examination nor apprenticeship is required for this certification.

[5] https://transportation.wv.gov/highways/mcst/Pages/Asphalt-Preservation-Technician.aspx

14. PORTLAND CEMENT CONCRETE INSPECTOR

14.1. Certification as a Concrete Inspector qualifies the technician to perform sampling and/or testing of concrete for Quality Control and/or Quality Acceptance.

14.1.1. Details of this class are available on the MCS&T Webpage[6]

14.2. The written examination for this class consists of the following areas:

1. Fundamentals
2. Sampling and Testing
3. Control and Inspection
4. Specifications

14.2.1. The applicant must complete an apprentice cycle, please refer to section 19. After successful completion of the written examination, the applicant will be required to pass the practical examination. The technician must be able to perform the routine tests associated with Portland Cement Concrete quality assurance.

14.3. American Concrete Institute (ACI) Field Testing Grade I certification will be accepted as a portion of the West Virginia PCC Inspector training. However, the applicant must pass the online West Virginia PCC Inspector written certification test before a certification is issued. Refer to MP 106.03.51. Documented 40 hours of work experience shall be submitted for certification, but a practical exam is not required.

14.4. APPRENTICESHIP REQUIREMENTS

14.4.1. Each participant shall complete a minimum 40 hours of hands-on training under the supervision of a WVDOH Certified PCC Inspector in the tests on which the participant will be tested. The tests to be trained in are:

1. AASHTO R60 Standard Practice for Sampling Freshly Mixed Concrete
2. ASTM C1064 Standard Test Method for Temperature of Freshly Mixed Hydraulic-Cement Concrete
3. AASHTO T119 Standard Method of Test for Slump of Hydraulic Cement Concrete
4. AASHTO T196 Standard Method of Test for Air Content of Freshly Mixed Concrete by the Volumetric Method
5. AASHTO T152 Standard Method of Test for Air Content of Freshly Mixed Concrete by the Pressure Method
6. AASHTO T121 Standard Method of Test for Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete
7. AASHTO R100 Standard Method of Making and Curing Concrete Test Specimens in the Field
8. AASHTO T22 Standard Method of Test for Compressive Strength of Cylindrical Concrete Specimens

Once the Participant has completed the minimum 40 hours of training, the WVDOH Certified PCC Inspector who performed the training will complete the Apprenticeship Log Sheet and include their written name, signature and certification number with the

[6] https://transportation.wv.gov/highways/mcst/Pages/concreteinspector.aspx

date of completion. The Log Sheet shall then be submitted to the QA Program Administrator electronically.

14.4.2. The participant will be contacted by the MCS&T Concrete Section to schedule the practical exam. The practical exam may be attempted prior to the completion of the apprenticeship cycle. (All Practical Examinations must be completed within 90 days from the date of the original written test date.) If the participant fails, they will be denied the Certification.

15. PORTLAND CEMENT CONCRETE TECHNICIAN

15.1. Certification of the Concrete Technician qualifies the technician to make plant and mix adjustments, proportioning, and other concrete related duties.

15.1.1. Details of this class are available on the MCS&T Webpage[7]

15.2. The written examination for this class consists of the following areas:

1. Specifications
2. Fundamentals
3. Sampling and Testing
4. Control and Inspection
5. Mix Proportioning and Adjustment

15.2.1. The Concrete Technician requires only the successful completion of the written examination; no practical examination test is required.

15.3. National Ready Mixed Concrete Association (NRMCA) Concrete Technologist Certification Course, "Short Course," will be accepted as a portion of the West Virginia PCC Technician training. However, the applicant must pass the online West Virginia PCC Technician written certification test before a certification will be issued. Refer to MP 106.03.51.

15.4. APPRENTICESHIP REQUIREMENTS

15.4.1. PCC Inspector certification is a required prerequisite for the PCC Technician certification, and the NRMCA reciprocal certification.

16. RADIATION SAFETY

16.1. This certification is required by the Nuclear Regulatory Commission (NRC) before operating a portable nuclear gauge. The training consists of 3 - 4 hours classroom instruction and has a 25-50 question closed book exam. A minimum score of 70 percent is required to pass the course. The course and exam will cover the following areas:

1. Proper storage and security of portable nuclear gauges
2. Transportation of portable nuclear gauges
3. Personal safety while operating a portable nuclear gauge.

16.2. No practical examination nor apprenticeship is required for this certification.

[7] https://transportation.wv.gov/highways/mcst/Pages/concretetech.aspx

16.3. This certification expires three years from the date of certification. This is regulated by the NRC.

17. SOILS AND AGGREGATE COMPACTION TECHNICIAN

17.1. Certification of the Soils and Aggregate Compaction Technician qualifies the technician to conduct tests on all Soil and Aggregate construction materials that require compaction testing.

17.1.1. Details of this class are available on the MCS&T Webpage[8]

17.2. The written examination for this class consists of the following areas:

1. Specifications
2. Soil & Aggregate Compaction Test Procedures
3. Radiation Safety and Nuclear Gauge
4. Test Procedure Problems

17.2.1. The applicant must complete an apprentice cycle, please refer to section 19.2. After successful completion of the written examination, the applicant will be required to pass the practical examination. The technician must be able to perform the routine tests associated with soil and aggregate compaction quality assurance.

17.3. APPRENTICESHIP REQUIRMENTS

17.3.1. Before scheduling for the Practical Exam, each Participant shall complete a minimum 40 hours of hands-on training for the following tests under the supervision of a WVDOH certified Soil and Aggregate Compaction technician.

1. MP 700.00.24 Nuclear Density Test by Roller Pass Method
2. MP 712.21.26 Procedure for Determining Random Location of Compaction Lots
3. MP 207.07.20 Nuclear Field Density/Moisture Test for Random Material Having Less than 40% + 3/4-inch Material

Once the Participant has completed the minimum 40 hours of training, the WVDOH certified Technician who performed the training will complete the Apprenticeship Log Sheet and include their written name, signature and certification number with the date of completion. The Log Sheet shall then be submitted to the QA Program Administrator electronically.

17.3.2. Once the Training Log has been received and verified by the QA Program Administrator, the participant will be contacted by the MCS&T Soil and Aggregate Compaction Section to schedule the practical exam. (All Practical Examinations must be completed within 90 days from the date of the original written test date.) If the participant fails, they will be denied the Certification. A technician that does not demonstrate proper radiation safety shall not be allowed to continue testing on a WVDOH Project. They must be replaced by another qualified technician. Anyone who does not meet the applicable safety standards must provide proof of additional

[8] https://transportation.wv.gov/highways/mcst/Pages/compactioninspector.aspx

WVDOH approved radiation safety training before another evaluation will be conducted.

18. TESTING PROTOCOL

18.1. The TICP has a testing protocol that must be followed. The protocol includes testing environment, time limits, proctoring exams, etc. The entire protocol will be covered with attendees prior to testing.

18.2. CLASS SUPPLY LIST

18.2.1. We recommend that participants bring the following items with them to the certification classes:

1. Laptop Computer or Tablet (Mandatory)
2. Photo ID
3. Current WV Specification book and the latest Supplemental to the Specification book. You will need this during the test. These are also available in printable PDF format on the WVDOH Webpage.[9]
4. Hand held calculator (No electronic devices other than a Hand held calculators are allowed to be used during testing.)
5. Highlighters
6. Sticky Notes
7. Ruler / Straight edge

18.3. SPECIAL NEEDS AND REQUESTS

18.3.1. Applicants with special needs should notify the QA Program Administrator prior to the class to ensure that the training location is prepared to accommodate their needs.

19. CERTIFICATION, APPRENTICESHIP, AND RE-CERTIFICATION

19.1. CERTIFICATION

19.1.1. An individual must pass the written examination in each level for which they are requesting certification. Unless otherwise noted, to pass the written examinations, the applicant must obtain a minimum score of 70 percent.

19.1.2. If an applicant fails to receive a minimum score of 70% on the first written exam, they will be given another attempt at a later date to score 70%. This second attempt shall be a subsequent, scheduled make-up written exam. Failure to attend any scheduled written examination counts as a failed exam.

19.1.2.1. If the applicant fails the second written exam, they may not attempt the written examination again until they retake the class or wait one calendar year.

19.1.3. If required by the certification, a practical exam must be successfully completed. Specific requirements for the practical exam are included in the respective sections. If a participant fails the practical exam, they may not retake the practical exam until they have attended the respective class and successfully passed the written examination

[9] https://transportation.wv.gov/highways/contractadmin/specifications/Pages/default.aspx

again. An exception may be made at the discretion of the section head and the QA Program Administrator.

19.1.4. Upon successfully completing the requirements for certification, applicants may print their certification card from the Divisions Webpage. http://dotftp.wv.gov/materialsdir/

19.1.5. This certification is not transferable. A certification is valid for ~~up to~~ 5 years and expires December 31, of the 5th year of certification. For example, if a technician is certified in January of 2026, it will expire on December 31, 2031. Radiation Safety must be renewed every 3 years from the certification date. For example, if a technician is certified on January 15, 2026, it will expire on January 15, 2029.

19.1.6. Anyone who teaches during the certification classes shall have their certification extended 1 year per calendar year per certification taught. This does not apply to Radiation Safety.

19.2. APPRENTICESHIP

19.2.1. For the initial certification of an applicant technician, an apprenticeship is required which consists of three tasks; pass a written exam, hands-on experience, and pass a hands-on practical exam. The Technician shall work as an apprentice under the supervision of a certified technician for the Apprenticeship Cycle. This must be completed up to one year before and ninety days after the written exam. This requirement shall not apply to a technician who has let their certification expire with proof of previous certification.

An applicant who seeks certification via reciprocity must provide 40 hours of experience documented by the company's QC Manager or applicant's Supervisor on the Apprenticeship Log Sheet. The apprentice shall keep a work log that is signed by the supervising technician. (an example is on the WVDOH MCST Webpage Toolbox[10]). The work log shall record the number of hours performing the specified testing as outlined in the respective section. Hours spent shadowing or observing others does not count. The work log shall be submitted to the QA Program Administrator and must be reviewed and approved by the appropriate MCS&T Section.

19.2.2. Apprenticeship requirements vary between certifications. See the respective section for details of the apprenticeship requirements.

19.3. APPRENTICE CYLE

19.3.1. The Apprentice Cycle is the number of hours for specific tests which must be performed by the applicant and documented by a certified technician. For each of the certification schools, the hours of testing are listed in the respective section.

19.4. RE-CERTIFICATION

19.4.1. The responsibility for obtaining re-certification shall lie with the certified individual.

19.4.2. Certification holders are responsible for ensuring that their certifications stay current. The WVDOH will no longer mail reminder letters to certification holders.

[10] https://transportation.wv.gov/highways/mcst/Pages/tbox.aspx

19.4.3. The renewal of all certifications shall require a written exam and a hands-on practical exam, where applicable.

19.4.4. Independent Assurance (IA) test scores of 3 or better can be used in place of the hands-on practical for the following re-certifications;

1. PCC Inspector – Air and Slump tests
2. Soil and Aggregate Compaction – Moisture/Density Test, and pass the 1-point proctor

19.4.5. Applicants will be given two scheduled attempts to pass the written recertification exam and one attempt to pass the practical exam (each, respectively). Any applicant that fails to acquire a minimum score of 70% on a recertification exam or who fails the subsequent practical exam will not have their certification renewed. The applicant will be required to take the respective certification classes at the next available time given by MCS&T.

19.4.6. Any failed recertification examination taken prior to the expiration date of the current certification, either practical or written, will not result in termination of any current certification prior to the expiration date of that certification.

19.4.7. The certification holder is responsible for updating their personal information on the online learning website[11].

19.4.8. If an applicant seeking recertification disagrees with a recertification decision, they may file a written appeal with the Certification Board.

19.4.9. If certification is not renewed by December 31, the Technician should take the class and shall take the full exam and practical at the next available offering.

20. RECIPROCAL CERTIFICATIONS

20.1. Acceptance of WVDOH Certifications by other state agencies is at the sole discretion of the other agency. Refer to MP 106.03.51

21. TRAINING

21.1. Training - The Division of Highways, contractors, and producers may sponsor courses of instruction consisting of schools and seminars to help prepare personnel for certification under one or more of these certification programs. To the extent possible, these courses of instruction will be joint efforts of the industry and WVDOH. Nothing in this document shall be interpreted to prohibit any party from conducting courses of instruction for their personnel to assist in preparation for these exams.

21.2. The purpose of the schools is to provide helpful information and instruction for people preparing to take the WVDOH Technician/Inspector examinations. These courses are designed to provide instruction for people with a basic foundation in the subject matter. Work experience in the subject matter is encouraged before attending classes.

[11] http://www.onlinelearning.wv.gov/student/home.html

22. REVOCATION OF CERTIFICATION

22.1. If at any time a WVDOH, contractor's, producer's, or supplier's Technician or Inspector is found to have altered or falsified test reports or is found to have improperly performed tests or reported their results, the individual's certification may be rendered invalid by the State Highway Engineer upon recommendation of the Certification Board.

22.2. Generally, certifications may be revoked if in the opinion of the certifying authority, an individual has knowingly committed acts detrimental to the integrity of the Certification Program or transportation industry. Examples of situations that warrant revocation include, but are not limited to:

1. Deliberate falsification of field or quality control test results or records.
2. Deliberate falsification of calculations, test results or materials
3. Cheating on certification/re-certification exams.
4. Submittal of false information on certification applications.
5. Submitting trial mix mixture and/or calculations completed by someone other than the signatory or knowingly supplying trial mix mixture and/or calculations for another individual’s certification.

22.3. The Quality Assurance Training Program Administrator will take the lead in gathering facts and investigating any allegations which may require revocation of a certification. The Certification Board will notify the individual in writing of intent to revoke certification(s).

23. APPEALING A DECISION

23.1. Any individual who disagrees with a decision by the Certification Board has 10 business days from the date of receipt of the notification to respond in writing to the board and present documentation to support their continued certification and/or request an opportunity for a meeting to present their case.

Appeals should be mailed to:
Certification Board
ATTN: Quality Assurance Program Administrator
West Virginia Division of Highways
190 Dry Branch Dr.
Charleston, WV 25306

23.2. If the individual fails to respond within 10 days of receipt of the original notification of revocation letter, the revocation becomes final.

23.3. Not later than 20 business days after receiving a request for a meeting from the individual, the Certification Board will schedule a meeting in which the appellant can present their case. If the Certification Board was not persuaded by the documentation provided by the appellant and believes that revocation of the certification is warranted, the appellant may file a written appeal to the State Highway Engineer for review. All information including any letter(s) of explanation from the appellant will accompany

the documents submitted to the State Highway Engineer. The board will mail the decision of the State Highway Engineer to the appellant. The decision by the State Highway Engineer is final.

24. THE LENGTH OF REVOCATION:

24.1. First Offense

24.1.1. This may include revocation of all certifications for up to one year. After the revocation period the individual may obtain recertification by passing respective certification exam and a practical (if applicable). If either exam is failed, the individual will be required to take the certification class before being permitted to test again. The individual will be required to retake and pass the written exam regardless of whether it was previously passed.

24.2. Second Offense

24.2.1. This may include revocation of all certifications for up to five years. There is also the possibility of demotion and reduced pay for WVDOH employees. After the revocation period the individual may obtain recertification by passing the respective certification exam and a practical (if applicable) at the discretion of the board. If either exam is failed, the individual will be required to take the certification class before being permitted to test again. The individual will be required to retake and pass the written exam regardless of whether it was previously passed.

24.3. Third Offense

24.3.1. This may include revocation of all certifications for life. There is also the possibility of disciplinary actions for WVDOH employees.

24.4. In the event of a serious violation as determined by the Division, the case may be referred to the Department of Justice.

25. CONTACT INFORMATION

25.1. If an applicant/technician/appellant has any questions about the DOH program or needs more information. Please contact: Qaschoolscoordinator@wv.gov

Michael Mance

Digitally signed by Michael Mance
Date: 2025.10.29 15:00:07 -04'00'

Michael A Mance, PE
Director
Materials Control, Soils & Testing Division

MP 106.03.50 Steward – Technician Certification Section
MAM:Bh