

# INSTRUCTIONS FOR COMPLETING APPLICATION FOR WEST VIRGINIA TRANSPORTATION ENGINEERING TECHNICIAN CERTIFICATION

**Please Note: You MUST submit your employment history on this form. Resumes or other printed job descriptions will not be accepted.**

1. If you are applying for Level I, Option 1, you must include copies of your high school diploma or GED. If you have not worked in the highway engineering field for six months you must **also** include one of the following math placement scores:

ACT 14; SAT 320; COMPASS Math 17; a minimum of 263 on the Next Generation Arithmetic placement or passing the DOH TRET Exam.

2. If you have requested to be evaluated to the next higher level, you will need to document your *technical* experience and advancement courses completed since your last certification.

3. If you are applying for Level III Option 6, include two professional reference letters with contact information and supervisory duties listed.

Be sure to include all required documentation such as:

- A copy of your most current Transportation Engineering Technician certificate,
- Copy of Board letter advising what is needed to advance,
- Technical experience since last certification. This experience should show the dates of all changes in **classification** and responsibility,

- An official college transcript (if claiming additional TDHs). An official transcript is a printed or emailed record of a student's academic history, it should be issued by the College/University Registrar or clearinghouse, that is stamped and/or marked "Official" and is enclosed in a sealed envelope marked "Unofficial if Opened" or is received from a designated link. An official transcript is required for the initial review and once an applicant has obtained a degree. An unofficial transcript may be accepted for other reviews.

- A Pattern Sheet if enrolled in Bridge Valley Community & Technical College.

- All required signatures-if you are unable to obtain signatures, please call 304-414-6836, for further assistance.

### **Section III: Employment History:**

List all *technical* experience since last certification. Start with your current or most recent job and describe your duties in chronological order. To get full credit for advancement you must demonstrate progressive work experience. A definition of progressive technical work experience is posted on the Board's website. Therefore, clearly show the dates of employment for every change in job **classification** or change in responsibility, even with the same employer. Attach additional copies of the Employment History Sheet if necessary. You **MUST** submit your employment history on this form. Resumes or other printed job descriptions will not be accepted.

### **Section IV: Documentation of Academic/Advancement Courses:**

The only advancement TDHs that are accepted after August 1, 2008 are courses accepted in the AAS HET degree, therefore you must write "see official transcripts" in this section and request an official transcript to be sent to the Board. You should list only the courses you have completed since your last certification in this section.

**Application:**

All applicants, except WVDOH employees, must include payment for **each** application submitted of \$100.00 prior to Board review. The Board will not process your application until all fees are paid in full. WVDOH employees who are revoked or have incurred late fees are personally responsible for all associated fees. Please make checks payable to: Division of Highways TRET. Electronic payment directions can be found at the following web address:

<https://transportation.wv.gov/highways/wvtret/Documents/Online-Payment-Letter.pdf>

NOTE: The \$100.00 application review fee will be waived for all college graduates that apply within one year of graduation.

If you are applying for Level III Option 6, include two professional reference letters with contact information and supervisory duties listed.

**Application Checklist****Initial Application**

- ☐ Copy of math placement score (if you have not worked in the highway engineering field for six (6) months)
- ☐ Copy of high school diploma, high school transcript or GED
- ☐ An official college transcript, mailed or emailed, to the board from the college (if applicable)
- ☐ A copy of a current Pattern Sheet (if enrolled in Bridge Valley CTC)
- ☐ Supervisor's signature for each technical position (if unable to obtain signatures, please call 304-414-6836, for further assistance)
- ☐ Applicant's signature on Section VI
- ☐ Department head or office manager's signature on Section VII

**Advancement Application**

- ☐ Copy of most current WVTRET Board certificate (certification certificate)
- ☐ Copy of WVTRET Board letter (certification letter) advising what you needed to advance
- ☐ An official transcript is required for initial review and once a degree has been obtained. An unofficial transcript may be accepted during other reviews (if applicable)
- ☐ A copy of a current Pattern Sheet (if enrolled in Bridge Valley CTC)
- ☐ Supervisor's signature for each technical position (if unable to obtain signatures, please call 304-414-6836, for further assistance)
- ☐ Applicant's signature in Section VI
- ☐ Department head or office manager's signature in Section VII

Mail application and fee to the address listed below:

**West Virginia Transportation Engineering Technician Certification Board**

1900 Kanawha Blvd, East

Building 5, Room A-450

Charleston, WV 25305 or

Email to: [DOHWVTRETBoard@wv.gov](mailto:DOHWVTRETBoard@wv.gov)



**APPLICATION FOR CERTIFICATION**

**I: PERSONAL INFORMATION**

NAME: LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ MI: \_\_\_\_\_

HOME MAILING ADDRESS:

P.O. Box/Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CURRENT EMPLOYER: \_\_\_\_\_

EMPLOYER MAILING ADDRESS:

P.O. Box/Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

Current WVTRET Certification Status  
(attach copy of certificate)

Level: \_\_\_\_\_ Cert. No. \_\_\_\_\_

**II: CERTIFICATION LEVEL REQUESTED**

Please circle the level and option<sup>1</sup> you wish to be evaluated for certification.

Level I, Option Number 1 2

Level IV, Option Number 1 2 3 4

Level II, Option Number 1 2 3 4 5 6 7

Level V, Option Number 1 2 3

Level III, Option Number 1 2 3 4 5 6

<sup>1</sup>See the most current Qualifications and Guidelines for a list of options identified for each level. The most current Qualifications and Guidelines are published and may be downloaded from the WVTRET website.

**SECTION III: EMPLOYMENT HISTORY**

Start with your current job **Classification** and explain all job titles and responsibility changes in chronological order. Use separate form for the dates of each change in job **Classification** or responsibility, even with same employer. A duplication of the original Employment History Section may be used as many times as necessary. Lack of sufficient detail will delay certification or result in non-certification. When work experience is part-time, indicate such clearly on the application identifying hours per month.

Please print this sheet for each job change.

From	To	Total Time	Applicant's Name:	
Mo./Yr.	Mo. / Yr.	Yr./Mo.	<b>Classification</b> of this position:	
			Name of Employer:	
			Address:	
			Name of Immediate Supervisor:	

Detailed description of job duties: Describe in detail your personal level of responsibility or authority for this position. e.g. number of employees supervised, advanced technical nature of job, when your responsibilities changed, **percentage of time performing each task**, size, cost, and/or duration of projects, etc.

--

Signature of Immediate Supervisor: \_\_\_\_\_

Classification: \_\_\_\_\_

**BOARD USE ONLY**

Years awarded for this position	
Cumulative Years Awarded	

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Signature of Immediate Supervisor: \_\_\_\_\_

Classification: \_\_\_\_\_

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Classification: \_\_\_\_\_

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Cumulative Years Awarded

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			Address:	
			Name of Immediate Supervisor:	
Detailed description of job duties: Describe in detail your personal level of responsibility or authority for this position. e.g. number of employees supervised, advanced technical nature of job, when your responsibilities changed, <span style="background-color: yellow;">percentage of time performing each task</span> , size, cost, and/or duration of projects, etc.				
Signature of Immediate Supervisor: _____				
Classification: _____				
BOARD USE ONLY				
Years awarded for this position				
Cumulative Years Awarded				

**SECTION IV: DOCUMENTATION OF ACADEMIC/ADVANCEMENT COURSES**

**List only the courses you have completed since your last certification and include an official transcript for verification of courses.** An official transcript is a printed record of a student's academic history, issued by the College/University Registrar, that is stamped and/or marked "Official" and is enclosed in a sealed envelope marked "Unofficial if Opened". An official transcript is required for your initial review and once you have obtained your AAS degree. An unofficial transcript may be accepted during other reviews. An applicant may claim TDH's based on the following guidelines:

1. Course accepted into AAS degree = College hours credited
  - a. One college semester hour = 15 TDH's (ex. 3 credit hour courses = 45 TDH's)
  - b. One college quarter hour = 10 TDH's (ex. 3 credit hour courses = 30 TDH's)
2. TDH's earned prior to August 2008 = TDH's posted on Bridge Valley Community & Technical College website (Must attach copies of certificates)

DATE ATTEND ED	COURSE NUMBER (if applicable)	COURSE TITLE	CREDI T HOURS CLAIM ED	TDH HOURS CLAIM ED	OFFICI AL USE ONLY
TOTAL TDH'S AWARDED:					



**V. EDUCATION**

Do you possess a high school diploma or high school equivalency diploma (GED)?

YES ☐NO ☐

Date Awarded:

**ADDITIONAL EDUCATION:** All academic training must be verified. Verification of academic training must be in the form of an official transcript. Applications without official transcripts will not be evaluated.

SCHOOL NAME	FIELD(S) OF STUDY		CREDIT HOURS		DATES OF ATTEND. MM/YY	DEGREE AWARDED
	Major	Minor	Semester	Quarter		
College (Undergraduate)						
College (Graduate)						

**VI: APPLICANT TERMS OF AGREEMENT**

(To be completed by applicant)

*I certify that all information given on this application and any attachments hereto are correct, factual, and complete. I understand that any misrepresentation of information can result in the rejection of this application or the revocation of any certificate issued in my name. I also authorize the West Virginia Transportation Engineering Technician Certification Board to verify work experience and to release any education/certification records attached hereto to the authorized academic entity for the purpose of determining courses that can be transferred into the HET AAS Degree for certification purposes.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**VII: EXPERIENCE, COMPETENCE, AND TRAINING VERIFICATION**

(To be completed by employee's Engineering Director or Office Manager)

**With respect to the applicant's report on professional experience as described in Section III:**

1. Does the description accurately reflect work personally performed by the applicant?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

\_\_\_\_\_ Don't Know

2. Does the time claimed by the applicant for this experience reasonably reflect the actual time?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

\_\_\_\_\_ Don't Know

3. Was the applicant's work performed in an adequate and professional manner?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

\_\_\_\_\_ Don't Know

Signature attesting validity of information provided herein \_\_\_\_\_

Date \_\_\_\_\_

If applicable, State in Which Registered \_\_\_\_\_

Affix Seal if registered

License # \_\_\_\_\_