

# NDDOT TECHNICAL CERTIFICATION PROGRAM (TCP)

## TEMPORARY CERTIFICATION POLICY

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Temporary or provisional certification is available for a limited number of tests and procedures for aggregate and soil testing. Applicants are expected to arrive prepared to write exams and then demonstrate test proficiency. Training is not included.

Temporary certification is never allowed as a substitute for 5-year certification requirements on a QC/QA asphalt paving project.

Beginning with the 2018 season temporary certification will be handled through the district office on a case-by-case basis.

**Requests are accepted each construction season through May 31.**

### REQUIREMENTS

- The applicant shall have a minimum of one week of training under the supervision of an individual holding certification in the test area.
- Be thoroughly familiar with all tests and procedures they are requesting.
- Be familiar with the associated NDDOT forms and worksheets.

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### TRAINING RESOURCES

- Field Sampling and Testing Manual
  - Current tests and procedures
- YouTube Videos of tests and procedures
  - <https://www.youtube.com/channel/UCpsELE5FYuwvmrioZZTzU1Q>

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### REQUESTS MUST INCLUDE

- Request for Temporary Certification form, completed and signed.
- A training record that is signed by an individual holding current certification in the same subject area.

That individual signing the request is responsible for the accuracy of the form and the proficiency of the trainee. Please do not sign the form stating the applicant is prepared if they are not. Your own certification will be subject to review.

## CERTIFICATION TERMS

Temporary certification will be granted on an individual basis and will allow the individual to work in one district and on one project. Certification is not granted for potential project assignments. The district materials coordinator must be notified of any change of project assignment.

Certification is allowed one season and will expire December 31 of the calendar year. The only exception is for full-time students that work construction jobs each summer until graduation.

The individual must work under the supervision of a certified individual.

## REQUEST FORM AND SCHEDULING

Requests must be submitted to the Materials and Research Division or the District Materials Coordinator at the local district office.

Once the request is approved a mutually agreed upon time will be determined. The following must be successfully completed.

- A written exam on each test or procedure
- Demonstration of the ability to complete each test or procedure
  - This may consist of a thorough verbal explanation or a hands-on demonstration

Request form link: <http://www.dot.nd.gov/forms/sfn60649.pdf>

Once certification testing is successfully completed a copy of the summary form will be emailed to the Materials and Research office. The certification will be then added to the online registry. That registry may be found on the TCP web page under the Registry link. The online record may be printed.

<http://www.dot.nd.gov/dotnet/ttqp/Search.aspx>

All certifications granted by the Technician Certification Program are subject to review by NDDOT.