
TECHNICAL CERTIFICATION PROGRAM - PERFORMANCE EXAM GUIDANCE

SCHEDULING AN EXAM

Aggregate, asphalt, and soil testing performance exams are scheduled through the TCP Class Registration web page and the NDDOT Materials and Research division. Exams are scheduled for new and for 5-year Renewal students.

A [Request for Performance Exam form](#) must be completed, signed, and returned

Exams may be scheduled up to 12 months after completing a class. They are offered during the winter training season.

TEMPORARY CERTIFICATION

Temporary certification is intended for new hires and interns. Certifications expire at the end of the year.

Requests are submitted using this [request form](#).

EXPECTATIONS FOR PARTICIPANTS

- Know the procedures
- Be prepared to begin at your scheduled time
- Understand which certification you (your employer) is requesting
- Have a copy of the procedures. They are found in the [ND Field Sampling and Testing Manual](#).
 - Reference is allowed
 - You may not read from the procedure.
- On-the-job training is required before attempting a performance exam
 - Strongly recommend students have prior field-testing experience and
 - Be familiar with the associated NDDOT forms and worksheets.
 - Temporary certification students should have at minimum of one week of hands-on experience before requesting certification
- You will be given two opportunities to demonstrate each test and procedure
 - If you are not able to proficiently demonstrate the tests and procedures in the first performance exam, the exam will be stopped.
- A performance exam must then be scheduled for a later date.
- This will be the final attempt to complete the exam and it may NOT be completed the same day.
 - If the second exam is not successful, the class must be repeated.

SUCCESSFUL COMPLETION

You are graded on your ability to correctly and thoroughly verbally or physically describe and/or perform all major steps of each procedure. This will include:

Times, temperatures and rounding and reporting accuracy

REMINDERS

If this is your first time completing a performance exam, or the first exam in North Dakota, every state has their own variation to test procedures. You must be familiar with the North Dakota method for testing, sampling, number of samples required, modifications, etc.

Individuals requesting a Renewal Performance Exam are expected to have recent testing experience. Please be aware that there are options available for 5-year aggregate certification. A link from the TCP page [Certifications Requirements Overview](#) will explain the options.

AGGREGATE PERFORMANCE EXAMS

North Dakota specs requires that aggregate tests be completed during production AND during asphalt mix production in the field lab. You must be familiar with all methods of aggregate sampling listed in ND T 2. Individuals that typically only sample from a belt at the plant are required to be familiar with all sampling methods.

CONTACT

Questions: dotmaterials@nd.gov
701-328-6937

NDDOT TCP Web Link

<http://www.dot.nd.gov/divisions/materials/techniciancertification.htm>