

NDDOT TECHNICAL CERTIFICATION PROGRAM (TCP)

TEMPORARY CERTIFICATION POLICY

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 based on the tests and procedures 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.

Requests are accepted through May 31.

REQUIREMENTS

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

TRAINING RESOURCES

- [Field Sampling and Testing Manual](#)
 - Current tests and procedures
- [YouTube Videos of tests and procedures](#)

REQUESTS MUST INCLUDE

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

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

CERTIFICATION TERMS

Temporary certification is granted on an individual basis.

Certification is allowed one season and will expire on December 31 of the calendar year. The only exception is for full-time students working as interns until graduation.

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

REQUEST FORM AND SCHEDULING

Requests are 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.

Certification requires:

- A written exam on each test or procedure
 - May be completed online
- 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 - SFN 60649](#)

Once certification testing is completed, a copy of the summary form will be emailed to the Materials and Research office. The certification will then be 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.

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