West Virginia Division of Highways

Transportation Engineering Technician and

Bridge Safety Inspector Certification Program

Qualifications and Guidelines

Effective December 1, 2017

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I. PURPOSE

The purpose of these qualifications and guidelines is to provide for the certification of qualified people as Transportation Engineering Technicians (TRET) and Bridge Safety Inspectors (TBSAIN) and ensure the proper performance of duties of the Board of Advisors (Board). Hereinafter, except in Section III and Section IV, the term technician or technicians will refer to Transportation Engineering Technicians and Bridge Safety Inspectors.

II. BOARD OF ADVISORS

1) The Board shall be composed of seven members appointed by the West Virginia Division of Highways (WVDOH). Board members shall be permanent, full-time, West Virginia Division of Highways (WVDOH) employees. Board members shall be a West Virginia registered Professional Engineer (PE) or certified at Level 5 by this Board. Board member appointments are for 4 (four) year terms and will be staggered to provide for continuity of the Board. Board members are eligible for reappointment to additional terms, but no member may be appointed for more than two full consecutive four (4) year terms. The Board shall hold at least two (2) regular meetings each year. Special meetings may be held at the chairman's request. The Board shall elect the following officers: a chairman, vice-chairman, and secretary, who shall serve at the will and pleasure of the Board. A quorum of the Board shall consist of not less than four (4) members.

2) The Board will recommend three (3) candidates from the area of expertise of the Board member that vacated the position. The areas of expertise for consideration shall be from Central Office, District, Construction, Bridge, Design or Materials. Appointments to the Board shall be made by the Commissioner of West Virginia Division of Highways (WVDOH).

3) The Board shall, upon submission of each application, review the same and convey a decision consistent with the TRET Certification Qualifications and Guidelines.

4) The Board shall keep a record of its proceedings and all applications for certification.

III. TRANSPORTATION ENGINEERING TECHNICIAN CERTIFICATION LEVELS

The Board will assess the applicant's education, technical experience, and training to determine the certification level in accordance with this section. The nature of the applicant's technical experience should be progressive in nature and will be evaluated and determined by the Board. For a more detailed description of progressive technical experience, see the "progressive technical work experience" document posted on the Board's website. The Board shall certify a qualified applicant based on one of the following certification levels:

1) Level I-Transportation Engineering Technician – Trainee (TRETTR):

To qualify for certification as a TRETTR, the applicant must possess a high school diploma or high school equivalency diploma (GED) and meet one of the following conditions:

Option 1 Traditional: Score a minimum of 85 on the ARITHMETIC placement test or its equivalent or pass the West Virginia Division of Highways (WVDOH) exam required to qualify for the TRETTR register. No technical experience is required; or

Option 2 Experience: Documented six (6) months of Board approved technical experience.

2) Level II – Transportation Engineering Technician–Associate (TRETAS):

To qualify as a TRETAS, an applicant must meet one of the following conditions:

Option 1 Traditional: Documented two (2) years of Board approved technical experience and obtained 180 Technical Development Hours (TDH's) from the Associate of Applied Science (AAS) Highway Engineering Technology Degree requirements; or

Option 2 Pre-Approved AS degree: Obtained a Board approved Associate of Science (AS) degree in engineering, engineering technology, or similar technical degree, from an ABET accredited college or university; or

Option 3 Experience: Documented five (5) years of Board approved technical experience directly related to the highway construction industry and obtained two (2) WVDOH Material Certifications (for initial certification only).

Option 4 AAS Highway Engineering Technology (HET) Degree: Obtained the Associate of Applied Science (AAS) Highway Engineering Technology requirements or Board approved degree, from a college or university regionally accredited by the Accreditation Board for Engineering and Technology (ABET); or

Option 5 Equivalent Certifications: Documented two (2) years of Board approved technical experience directly related to the highway construction industry and obtained Level II NICET certification or Board approved certification program equivalent, (for initial certification only).

Option 6 Experience: Documented eight (8) years of Board approved technical experience directly related to the highway construction industry, (for initial certification only).

Option 7 Accelerated Program: Documented six (6) months of Board approved technical experience directly related to the highway construction industry, obtained 180 Technical

Development Hours (TDH's) from the Associate of Applied Science (AAS) Highway Engineering Technology Degree requirements and AASHTO courses which consist of the following:

- *PCC Series: (12 PDHs)*

  Incompatibility in Concrete Pavement Systems (1 PDH)

  Item Code TC3MS006-15-T1

  Design of Pavement (1 PDH)

  Item Code TC3MS003-15-T1

  Hardened Concrete Properties – Durability (1 PDHs)

  Item Code TC3MS004-15-T1

  Fresh Properties (1 PDH)

  Item Code TC3MS010-15-T1

  Early Age Cracking (1 PDH)

  Item Code TC3MS008-15-T1

  Fundamentals of Materials Used for Concrete Pavements (2 PDHs)

  Item Code TC3MS005-15-T1

  Mix Design Principles (1 PDH)

  Item Code TC3MS007-15-T1

  Construction of Concrete Pavements (1 PDH)

  Item Code TC3MS011-15-T1

  Troubleshooting for Concrete Pavements (1 PDH)

  Item Code TC3MS013-15-T1

  Basics of Cement Hydration (1 PDH)

  Item Code TC3MS009-15-T1

QCQA for Concrete Pavements (1 PDH)

Item Code TC3MS012-15-T1

- *Highway and Structure Construction: Basic Materials (3 PDHs)*

  Item Code TC3MS001-15-T1

- *HMA Paving Inspection (4.5 PDHs) Item Code TC3CN005-15-T1*

- *Earthwork Series (13 PDHs)*

  Earth Materials as Engineering Materials (1.5 PDHs)
  Item Code TC3CN021-15-T1

  Grades and Grading (3 PDHs)
  Item Code TC3CN023-15-T1

  Site Preparation (1.5 PDHs)
  Item Code TC3CN022-15-T1

  Fill Placement (4 PDHs)
  Item Code TC3CN025-15-T1

  Excavation (3 PDHs)
  Item Code TC3CN024-15-T1

- *Pipe Installation, Inspection, and Quality (7 PDHs) Item Code TC3CN018-15-T1*

- *Maintenance of Traffic for Technicians (5 PDHs) Item Code TC3TS009-15-T1*

- *Materials Testing for Inspectors (5 PDHs) Item Code TC3CN043-17-T1*

- *MSE Walls (5 PDHs) Item Code TC3CN027-16-T1*

and obtain (2) two WVDOH Material Certifications which consist of the following:

- *Aggregate Sampling*

and one of the following:

- *PCC Inspector and/or*
  ACI Certification with PCC Inspector Exam
- *Aggregate Technician and/or*
  ACI Certificate with Aggregate Technician Exam

- *Soil and Aggregate Compaction Technician*
- *Asphalt Field Compaction Technician with gauge*
- *Asphalt Field Compaction Technician without gauge (no apprenticeship with this option)*

3) **Level III-Transportation Engineering Technician (TRET)**:

To qualify as a TRET, an applicant must meet one of the following conditions:

Option 1 Traditional: Documented five (5) years of Board approved technical experience and obtained 450 TDH's from the Associate of Applied Science (AAS) Highway Engineering Technology Degree requirements; or

Option 2 Pre-Approved AS degree: Documented three (3) years of Board approved technical experience before and/or after obtaining a Board approved Associate of Science (AS) degree in engineering, engineering technology, or similar technical degree from a college or university regionally accredited by the Accreditation Board for Engineering and Technology (ABET); or

Option 3 Pre-Approved BS degree: Obtained a Board approved bachelor's degree (BS) in engineering, engineering technology, or similar technical degree from a college or university regionally accredited by the Accreditation Board for Engineering and Technology (ABET); or

Option 4 Experience: Documented ten (10) years of Board approved technical experience directly related to the highway construction industry and obtained four (4) WVDOH Material Certifications, (for initial certification only).

Option 5 Equivalent Certifications: Documented five (5) years of Board approved technical experience directly related to the highway construction industry and obtained

Level III NICET Certification or Board approved certification program equivalent, (for initial certification only).

Option 6 Experience: Documented twelve (12) years of Board approved technical experience directly related to the highway construction industry, (a minimum of two (2) years must be supervisory), submit two (2) professional reference letters with contact information and be subject to a personal interview at the discretion of the Board, (for initial certification only).

4) Level IV-Transportation Engineering Technician-Senior (TRETSR):

To qualify as a TRETSR Technician, an applicant must meet one of the following conditions:

Option 1 Traditional: Documented ten (10) years of Board approved technical experience and obtained 900 TDH's from the Associate of Applied Science (AAS) Highway Engineering Technology requirements; or

Option 2 Pre-Approved AS degree: Documented eight (8) years of Board approved technical experience before and/or after obtaining a Board approved Associate of Science (AS) degree in engineering, engineering technology, or similar technical degree from a college or university regionally accredited by the Accreditation Board for Engineering and Technology (ABET); or

Option 3 Pre-Approved BS degree: Documented five (5) years of Board approved technical experience before and/or after obtaining a Board approved bachelor's degree (BS) in engineering, engineering technology, or similar technical degree from a college or

university regionally accredited by the Accreditation Board for Engineering and Technology (ABET); or

Option 4 Equivalent Certifications: Documented ten (10) years of Board approved technical experience directly related to the highway construction industry and obtained Level IV NICET Certification or Board approved certification program equivalent, (for initial certification only).

5) Level V-Transportation Engineering Technologist (TRETCNO):

To qualify as a TRETCNO, an applicant must meet one of the following conditions:

Option 1 Traditional: Documented twelve (12) years of Board approved technical progressive experience and obtained the Associate of Applied Science (AAS) Highway Engineering Technology requirements; or in lieu of the Associate of Applied Science (AAS) Highway Engineering Technology Degree, 990 TDH's from the degree requirements; (A minimum of two (2) years of experience, out of the documented twelve (12) years, shall be required at a Level IV classification to be certified as a Level V).

Option 2 Pre-Approved AS degree: Documented ten (10) years of Board approved technical experience before and/or after obtaining a Board approved Associate of Science (AS) degree in engineering, engineering technology, or similar technical degree from a college or university regionally accredited by the Accreditation Board for Engineering and Technology (ABET); (A minimum of two (2) years of Board approved technical experience out of the documented ten (10) years must be acquired after obtaining the Board approved degree); or

Option 3 Pre-Approved BS degree: Documented seven (7) years of Board approved technical experience before and/or after obtaining a Board approved bachelor's degree (BS) in engineering, engineering technology or similar technical degree from a college or university regionally accredited by the Accreditation Board for Engineering and Technology (ABET); (A minimum of two (2) years of Board approved technical experience out of the documented seven (7) years must be acquired after obtaining the Board approved degree).

IV. BRIDGE SAFETY INSPECTOR CERTIFICATION LEVELS

The Board will assess the applicant's education, technical experience, and training to determine the certification level in accordance with this section. The nature of the applicant's technical experience should be progressive in nature and will be evaluated and determined by the Board. For a more detailed description of progressive technical experience, see the "progressive technical work experience" document posted on the Board's website. The Board shall certify a qualified applicant based on one of the following certification levels:

1) Level 1-Transportation Bridge Safety Inspector 1 – (TBSAIN1)

To qualify for certification as a TBSAIN1, the applicant must possess a high school diploma or high school equivalency diploma (GED) and meet one of the following conditions:

Option 1 Traditional: Score a minimum of 85 on the Arithmetic ACCUPLACER placement test, or its equivalent, or pass the West Virginia Division of Highways (WVDOH) exam required to qualify for the TBSAIN1 register. No technical experience is required; or

Option 2 Experience: Documented six (6) months of Board approved technical experience.

2) Level 2-Transportation Bridge Safety Inspector 2 (TBSAIN2):

To qualify as a TBSAIN2, an applicant must successfully complete the Safety Inspection of In-service Bridges (FHWA-NHI-130055) class and meet one of the following conditions:

Option 1 Traditional: Documented two (2) years of Board approved technical experience (not more than 9 months of the experience may come from other relevant experience, i.e. bridge design, bridge load rating, bridge maintenance or construction) and obtained 180 TDH's from the Associate of Applied Science (AAS) Highway Engineering Technology Bridge Inspection Concentration Degree requirements; or

Option 2 Pre-Approved BS or AS degree: Obtained a Board approved bachelor's degree (BS) or Associate of Science (AS) degree in engineering, engineering technology, or similar technical degree from a college or university regionally accredited by the Accreditation Board for Engineering and Technology (ABET); or

Option 3 Existing Bridge Safety Inspector 1: Obtain 90 TDH's per year from the Associate of Applied Science (AAS) Highway Engineering – Bridge Inspection Concentration Degree requirements until two (2) years (not more than 9 months of the experience may come from other relevant experience, i.e. bridge design, bridge load rating, bridge maintenance or construction) of documented Board approved technical experience as a bridge inspector has been met.

3) Level 3-Transportation Bridge Safety Inspector 3 – (TBSAIN3):

To qualify as a TBSAIN3, an applicant must successfully complete the Safety Inspection

of In-service Bridges (FHWA-NHI-130055) class, obtain a passing score on the West Virginia Bridge Certification Test, and meet one of the following conditions:

Option 1 Traditional: Documented five (5) years of Board approved technical experience (not more than 24 months of the experience may come from other relevant experience, i.e. bridge design, bridge load rating, bridge maintenance or construction) and obtained 450 TDH's from the Associate of Applied Science (AAS) Highway Engineering Technology – Bridge Inspection Concentration Degree requirements; or

Option 2 Pre-Approved BS or AS degree: Documented five (5) years of Board approved technical experience (not more than 24 months of the experience may come from other relevant experience, i.e. bridge design, bridge load rating, bridge maintenance or construction) after obtaining a Board approved bachelor's degree (BS) or Associate of Science (AS) degree in engineering, engineering technology, or similar technical degree from a college or university regionally accredited by the Accreditation Board for Engineering and Technology (ABET) not listed in Option 3 or 4; or

Option 3 BSCE or BSCET degree with FE: Documented two (2) years of Board approved technical experience (not more than 9 months of the experience may come from other relevant experience, i.e. bridge design, bridge load rating, bridge maintenance or construction) after obtaining a Board approved bachelor's degree (BS) in civil engineering or civil engineering technology from a college or university regionally accredited by the Accreditation Board for Engineering and Technology (ABET) and passed the Fundamentals of Engineering Exam (FE); or

Option 4 ASCE or ASCET degree: Documented four (4) years of Board approved technical experience (not more than 18 months of the experience may come from other

relevant experience, i.e. bridge design, bridge load rating, bridge maintenance or construction) after obtaining a Board approved Associate of Science (AS) degree in civil engineering or civil engineering technology from a college or university regionally accredited by the Accreditation Board for Engineering and Technology (ABET); or

Option 5 Existing Bridge Safety Inspector 2: Obtain 90 TDH's per year from the Associate of Applied Science (AAS) Highway Engineering – Bridge Inspection Concentration Degree requirements until five (5) years of documented Board approved technical experience (not more than 24 months of the experience may come from other relevant experience, i.e. bridge design, bridge load rating, bridge maintenance or construction) as a bridge inspector has been met.

4) Level 4-Transportation Bridge Safety Inspector 4 – (TBSAIN4):

To qualify as a TBSAIN4, an applicant must successfully complete the Safety Inspection of In-service Bridges (FHWA-NHI-130055) class, successfully complete the Bridge Inspection Techniques for Nonredundant Steel Tension Members (FHWA-NHI-130078) class, obtain a passing score on the West Virginia Bridge Certification Test, and meet one of the following conditions:

Option 1 Traditional: Documented eight (8) years of Board approved technical experience (not more than 36 months of the experience may come from other relevant experience, i.e. bridge design, bridge load rating, bridge maintenance or construction) and obtained 900 TDH's from the Associate of Applied Science (AAS) Highway Engineering Technology – Bridge Inspection Concentration Degree requirements; or

Option 2 Pre-Approved BS or AS degree: Documented eight (8) years of Board approved technical progressive experience (not more than 36 months of the experience may

come from other relevant experience, i.e. bridge design, bridge load rating, bridge maintenance or construction) after obtaining a Board approved bachelor's degree (BS) or Associate of Science (AS) degree in engineering, engineering technology, or similar technical degree from a college or university regionally accredited by the Accreditation Board for Engineering and Technology (ABET) not listed in Option 3 or 4; or

Option 3 BSCE or BSCET degree with FE: Documented five (5) years of Board approved technical progressive experience (not more than 24 months of the experience may come from other relevant experience, i.e. bridge design, bridge load rating, bridge maintenance or construction) after obtaining a Board approved bachelor's degree (BS) in civil engineering or civil engineering technology from a college or university regionally accredited by the Accreditation Board for Engineering and Technology (ABET) and passed the Fundamentals of Engineering Exam; or

Option 4 ASCE, ASCET, or AASHET Bridge Degree: Documented seven (7) years of Board approved technical experience (not more than 36 months of the experience may come from other relevant experience, i.e. bridge design, bridge load rating, bridge maintenance or construction) after obtaining a Board approved Associate of Applied Science (AAS) Highway Engineering Technology – Bridge Inspection Concentration Degree or Associate of Science (AS) degree in civil engineering or civil engineering technology from a college or university regionally accredited by the Accreditation Board for Engineering and Technology (ABET); or

Option 5 Existing Transportation Bridge Safety Inspector 3: Obtain 90 TDH's per year from the Associate of Applied Science (AAS) Highway Engineering Technology – Bridge Inspection Concentration Degree requirements until eight (8) years of documented Board

approved technical experience (not more than 36 months of the experience may come from other relevant experience, i.e. bridge design, bridge load rating, bridge maintenance or construction) as a bridge inspector has been met.

5) **Level 5-Transportation Bridge Safety Inspector 5 – (TBSAIN5)**:

To qualify as a TBSAIN5, an applicant must successfully complete the Safety Inspection of In-service Bridges (FHWA-NHI-130055) class, successfully complete the Bridge Inspection Techniques for Nonredundant Steel Tension Members (FHWA-NHI-130078) class, successfully complete the Tunnel Safety Inspection (FHWA-NHI-130110) class, obtain a passing score on the West Virginia Bridge Certification Test, and meet one of the following conditions:

Option 1 Traditional: Documented twelve (12) years of Board approved technical progressive experience (not more than 60 months of the experience may come from other relevant experience, i.e. bridge design, bridge load rating, bridge maintenance or construction) and obtained the Associate of Applied Science (AAS) Highway Engineering Technology – Bridge Inspection Concentration Degree requirements with completion of HWAY 252 – Structures III course as a part or in addition to the degree; or in lieu of the Associate of Applied Science (AAS) Highway Engineering Technology – Bridge Inspection Concentration Degree, 990 TDH's from the degree requirements with completion of HWAY 252 – Structures III course; or

Option 2 Pre-Approved BS or AS degree: Documented twelve (12) years of Board approved technical progressive experience (not more than 60 months of the experience may come from other relevant experience, i.e. bridge design, bridge load rating, bridge maintenance or construction) after obtaining a Board approved bachelor's degree (BS) or

Associate of Science (AS) degree in engineering, engineering technology, or similar technical degree from a college or university regionally accredited by the Accreditation Board for Engineering and Technology (ABET) not listed in Option 3 or 4; or

Option 3 Pre-Approved BSCE or BSCET degree with FE: Documented nine (9) years of Board approved technical progressive experience (not more than 48 months of the experience may come from other relevant experience, i.e. bridge design, bridge load rating, bridge maintenance or construction) after obtaining a Board approved bachelor's degree (BS) in civil engineering or civil engineering technology from a college or university regionally accredited by the Accreditation Board for Engineering and Technology (ABET) and the Fundamentals of Engineering Exam.

Option 4 BSCE or BSCET degree without FE: Documented eleven (11) years of Board approved technical progressive experience (not more than 60 months of the experience may come from other relevant experience, i.e. bridge design, bridge load rating, bridge maintenance or construction) after obtaining a Board approved bachelor's degree (BS) in civil engineering or civil engineering technology from a college or university regionally accredited by the Accreditation Board for Engineering and Technology (ABET); or

V. ADVANCEMENT TECHNICIAN DEVELOPMENT HOURS (TDH'S)

1) Definition – Advancement Technician Development Hours are academic credit hours gained by the technician from the Associate of Applied Science (AAS) Highway Engineering Technician Degree requirements that will be applied for credit in advancing to higher levels in the certification program.

2) The ONLY advancement TDH's that will be accepted by the Board to the next higher level will be through the following methods:

a) Successful completion of courses in the Associate of Applied Science (AAS) Highway Engineering Technician Degree; or

b) Academic courses that can be transferred into the Associate of Applied Science (AAS) Highway Engineering Technician Degree.

3) A representative from the authorized academic entity will determine if these TDH's will be credited towards actual college credit.

4) Each Applicant is charged with the responsibility of their own professional development activities. The maintenance of records to be used to support credits claimed is the responsibility of the Applicant.

VI. CONTINUING EDUCATION REQUIREMENTS

1) Definition – Continuing Education Units (CEU's) are hours gained by the technician each year to meet the continuing competency requirement. The Board has final authority with respect to the approval of all CEU's.

2) Each Technician certified through this program is required to document the continuing education competency hours gained each renewal period on the "*Verification of Continuing Competency Form*". Technicians may submit an original hard copy or send by email a signed copy of this form to the Board by the required deadline. Failure to submit this form may result in the loss of certification in this program.

3) CEU's may be claimed by the Applicant for each contact delivery hour of training, instruction, or presentation designed to keep the technician current (one (1) in-class contact hour = 1.0 TDH's = 0.1 CEU's).

4) Each Technician certified through this program is required to obtain a minimum of twenty-four (24) TDH's (2.4 CEU's) during the respective biennial renewal period as a continuing

education requirement. The renewal period is defined based on the calendar year beginning January 1 and ending December 31. Should the technician exceed the requirements in any biennial renewal period, a maximum of twelve (12) TDH's (1.2 CEU's) may be carried forward into the subsequent renewal period. All initial certification holders will only be required to read the qualifications and guidelines to meet the first renewal period TDH requirement. For all new applicants, verification on the Continuing Competency form of reading the qualifications and guidelines will be accepted for the first renewal period maintenance requirements. A technician may not claim to read the qualifications and guidelines for maintenance if he or she has been previously certified and gone through one renewal period.

5) The Board may perform audits to determine if the continuing education requirement is met. Technicians must supply records of continuing education to the Board upon request. Failure to supply the Board with these records will result in a revocation of certification.

VII. SUBMITTING AN APPLICATION

1) An applicant applying to the Board for certification as a Technician shall submit a completed application on forms prescribed by the Board.

2) An applicant shall provide a detailed description of the nature of the work and duties he or she has performed in the Employment History Section III of the application form. When space provided on the form is not adequate, applicants may duplicate the original Employment History Section as many times as necessary for inclusion and insert into the application. The progressive nature of the applicant's experience (an increase in quality or responsibility) must be clearly stated.

3) With the first or initial submission of an application, an "official" transcript is required. An "official" transcript is a printed record of a student's academic history, issued by the College/University Registrar and is enclosed in a sealed envelope marked "Unofficial if opened", of the semester hours and certifications he or she has completed in the Training IV section of the application form. Once the applicant has earned a degree and applied for advancement, an "official" transcript will be required. Any other time an applicant is applying for advancement, an unofficial transcript may be used. This can be found in "My Bridge Account" through Bridge Valley. In the event an "official" transcript would be requested the applicant will be notified by the Board. When space provided on the form is inadequate, applicants may duplicate the original Training Section as many times as necessary for inclusion and insert into the application.

4) The Board may refuse to certify an applicant who has withheld information or provided statements which are untrue or misrepresent the facts. An applicant found misrepresenting information in the application process will be banned from this program indefinitely.

5) To allow for sufficient time to process applications, all applicants must file a completed application by January 31st, March 31st, June 30th, and October 31st of each year. The applicant must meet the minimum level requirements by the submission deadline. If the applicant does not meet the minimum requirements by the submission deadline, the application shall be rejected.

VIII. APPLICATION REVIEW PROCESS

1) The Board may approve an application; defer it until the applicant provides further information; or reject an application. Once a decision has been made, a new application will not be considered until the applicant meets all requirements of the Board's decision letter.

2) When an application is approved by the Board, it indicates the applicant has met all the minimum requirements set forth by the Board and shall award the applicant a certification. The Board shall notify the applicant of approval in writing.

3) The Board will retain applications which are deferred for any reason until the applicant submits the additional information required by the Board. If additional materials are not submitted within one year, that application will be considered void and destroyed.

4) When the Board rejects an application, it will be kept on file for one year and then destroyed. An applicant may request that the Board reconsider an application which has been rejected when the request is based on additional information and/or evidence which could affect the original decision. An applicant must file an appeal within sixty (60) days after notification of the Board's decision. The applicant must submit a written letter to the Board clearly documenting the additional information and/or evidence which could affect the original decision.

5) Each applicant may submit one formal appeal in writing indicating the discrepancy with said qualifications and guidelines. The Board shall respond to this appeal in writing with all decisions of the Board considered final and not subject to further review. The Board has final authority with respect to the interpretation of said qualifications and guidelines.

6) The Board will keep a copy of all current status letters and approved certifications in an alternate secure facility.

IX. CERTIFICATION & RENEWAL FEES

1) WVDOH, on the recommendation of the Board of Advisors, shall issue a certificate to an applicant who has met the requirements of said qualifications and guidelines. The

certificate will indicate the applicant's name, certification title, and the unique technician certification number.

2) WVDOH, upon recommendation of the Board of Advisors, will set fees certification, renewals, late fees, etc. as necessary for the operation of this program. (All fees are posted on the Board's website.)

3) All technicians must complete the Continuing Education requirements by December 31st each odd year. Should the technician not meet the requirements or does not respond by the submission deadline, they will be charged late fees of $10.00 for the first month, $20.00 for the second late month, and $30.00 for the third late month. After the third month, the technician's certification will be revoked.

4) Participants certified in this program will be required to submit a biennial-renewal fee to remain current. Upon receipt of renewal fees, the participant will be issued a renewal maintenance card indicating their name, unique technician certification number and expiration date.

5) During the time of Military Deployment participants will be granted one (1) TDH for each month deployed. Documentation of deployment must be submitted with Continuing Competency Form. Continuing Competency Form shall be submitted as soon as practical after time of deployment.

X. REINSTATEMENT PROCEDURES FOR REVOKED TECHNICIANS

1) Technicians that have been revoked in the Transportation Engineering Technician Program may be reinstated by complying with all the following procedures:

a) The Technician shall submit a completed "*Verification of Continuing Competency Form*" documenting required TDH's; and

b) Must obtain the required continuing education units for each non-compliant renewal period; and will be personally responsible to pay the maintenance dues of $50.00 per renewal period for each non-compliant renewal period plus a one-time fee of $30.00.

XI. RETIRED STATUS

1) Technicians may request retirement status by writing "Retired" on the "*Verification of Continuing Competency Form*" or by requesting "Retired" status in writing. All technicians who request retired status must certify that they are no longer receiving payment for technical engineering.

2) The Board shall reserve the original assigned certification number for any technician who elects to convert their certification to retired status. This number will remain on file if the retired technician should choose to reinstate his or her certification.

3) Retired technicians may be changed to active status by the following procedure:

a) Submitting a completed "*Verification of Continuing Competency Form*" documenting required TDH's; and

b) Obtaining the required continuing competency units per renewal period, up to a maximum of twenty-four (24) technician development hours; and

c) Submitting a one-time maintenance fee of $50.00. No late fees apply.