

VERIFICATION OF CONTINUING COMPETENCY FORM

WEST VIRGINIA TRANSPORTATION ENGINEERING TECHNICIAN CERTIFICATION BOARD

<https://transportation.wv.gov/highways/wvtret/Pages/default.aspx>

Certification #

First Name

MI

Certification
Level

Last Name

Year Ending:12/31/25

1. CONTACT INFORMATION

Home
Address

Employer

City

Work Address

State, Zip

Work City

Home Phone

Work State, Zip

Work Phone

2. TDH CONFIRMATION (List TDH's claimed from events completed between January 1, 2024 and December 31, 2025)

NAME OF EVENT	LOCATION OF EVENT	DATE	TDH'S CLAIMED	DON'T WRITE IN SPACE
CARRYOVER TDH'S FROM 2022-2023				
(24 TDH's are required to become compliant) TOTAL TDH'S CLAIMED 2024-2025				
(Limit of 12 TDH's) TDH'S TO CARRYOVER 2026-2027				

To assure prompt processing return this form without delay to:

Email: DOHWVTRETBoard@wv.gov or

WV Transportation Engineering Technician Certification Board
1900 Kanawha Blvd, East
Building 5, Room A-450
Charleston, WV 25305
Attention: Kimberly Ballard

Online payments can be made by following the instructions on the link listed below:

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

If you pay online, please include your payment confirmation sheet with your form.

PLEASE DO NOT ATTACH ANY ADDITIONAL DOCUMENTS WHEN RETURNING THIS FORM!

3. SIGNATURE AND DATE (REQUIRED)

I certify that the information provided on this form is correct, factual, and complete. I understand that any misrepresentation of information can result in the rejection of this form and the revocation of any/all WV TRET certifications issued in my name. I further certify that I have read and understand the Board's Qualifications and Guidelines. I accept the conditions set forth; and I have accurately documented TDH's in accordance with Section V (Continuing Education Requirements) of the Qualifications and Guidelines. I understand that I may be asked to submit documentation supporting my TDH's as a requirement for verification.

Signature:

Date: