

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS CONTROL, SOILS AND TESTING DIVISION

MATERIALS PROCEDURE

POLICY FOR MATERIALS CERTIFICATION
RECIPROCITY AND APPRENTICE CERTIFICATION

1. PURPOSE

- 1.1 This Materials Procedure is for certifying applicants who do not hold current materials certifications from West Virginia. Details for the Technician program can be found in MP 106.03.50 on the Materials Division [Website](#)¹.
- 1.2 This Materials Procedure establishes a path for those applicants who wish to become certified materials inspectors in the state of West Virginia. For those who currently hold certifications in surrounding states or recognized industrial certifications the Provisional Path is available. This path is available only if the West Virginia Division of Highways deems the certification(s) transferable into the West Virginia certification program. For those who do not hold any certifications, the Apprentice Path is available.

2. PROVISIONAL PATH

- 2.1 This certification path is for applicants who hold a current, applicable certification from another state, or recognized industrial certification and wish to become a certified West Virginia Inspector. To become certified through this path, the applicant must take the West Virginia certification exam (which may be subject to a testing fee.) The applicant will be given only one (1) attempt to test-out and receive a passing score. The applicant may only test-out for disciplines that the West Virginia Division of Highways deems as a comparable certification. The applicant shall take the next available opportunity to take the West Virginia certification exam. The Division of Highways will notify the applicant by email of the next available date.
- 2.2 If a passing score is not obtained on the test-out, the Provisional Certification will be revoked, and the applicant may be issued an Apprentice Certification. The requirements for West Virginia certification will then revert to the Apprentice Certification guidelines. If a passing score is obtained the applicant will become a West Virginia certified inspector and be bound by the rules of the West Virginia Certification Program.

¹ <https://transportation.wv.gov/highways/mcst/Pages/MaterialProcedures.aspx>

- 2.3 To request a Provisional Certification, the following steps are required:
 - 2.3.1 Fill out the Certification Request Form, which is available on the Materials Division [Website](#)².
 - 2.3.2 The applicant must attach copies of all current, applicable certification cards / certificates.
 - 2.3.3 Email the completed form(s) to gaschoolscoordinator@wv.gov
 - 2.3.4 The West Virginia Division of Highways will review the application and will notify the applicant within 30 days by email if the application has been approved or rejected. The applicant shall then be required to create an online learning account. (See Section 4.)

3. APPRENTICE PATH

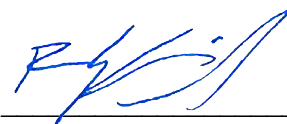
- 3.1 For applicants that do not hold any applicable West Virginia or other states material certifications. The applicant may apply for an Apprentice Certification card. The Apprentice Certification will allow them to learn and become familiar with the West Virginia material testing procedures prior to attending the West Virginia certification classes.
- 3.2 The Apprentice shall work directly under a West Virginia certified inspector or their designee. The Apprentice shall not work in any area that the West Virginia inspector is not certified. The certified inspector shall sign off on and be the responsible party for all completed test results and work. The certified inspector shall observe all testing that is performed and shall remain in close proximity to the Apprentice in order to render assistance during all testing. Disciplinary action, which may include revocation of certifications, may be taken by the West Virginia Division of Highways Certification Board as Defined in MP 106.03.50 for failure to follow these requirements.
- 3.3 The Apprentice shall take the first available certification class that is held by the West Virginia Division of Highways. The class schedule will be posted on the Materials Division web page a minimum of four (4) weeks prior to the class. If the Apprentice fails the exam, or does not take the first available class, their Apprentice Certification will be revoked, and they shall not participate in any testing until they obtain a West Virginia Certification. The Apprentice Certification shall only be available once per applicant.

² <https://transportation.wv.gov/highways/mcst/Pages/techcert.aspx>

- 3.3.1 To request an Apprentice Certification the following steps are required:
- 3.3.2 Fill out the Certification Request Form, which is available on the Materials Division [Website](#)³.
- 3.3.2.1 Email the completed Apprentice application to gaschoolscoordinator@wv.gov
- 3.3.3 The West Virginia Division of Highways will review the application, and then notify the applicant by email if the application has been approved or rejected. The applicant will then be required to create an online learning account. (See Section 4.)

4. CREATING AN ACCOUNT AND SCHEDULE THE EXAM

- 4.1 To create an online learning account, visit the [How to create an online learning account](#)⁴ Page at the Materials Control, Soils and Testing Division website and follow the instructions. The applicant shall notify gaschoolscoordinator@wv.gov by email that the account has been established.
- 4.2 After (10) working days and notifying the gaschoolscoordinator@wv.gov that the account has been established, the Provisional Applicant may schedule the exam. The exams will be held at locations determined by the WVDOH and the locations will be posted on the Materials Control, Soils and Testing Division website.
- 4.3 After passing the exam, the Provisional Applicant may go to [The technician certification search portal](#)⁵ at the Materials Control, Soils and Testing Division website and print out the Apprentice / Provisional Certification Card. The card may also be saved as a screenshot on a smart phone, which may be used in-lieu of a printed card.



09/28/2018

Ronald L. Stanevich, P.E.
Director
Materials Control, Soils and Testing Division

RLS:Fbb

³ <https://transportation.wv.gov/highways/mcst/Pages/techcert.aspx>

⁴ http://transportation.wv.gov/highways/mcst/Documents/Technician_School_Documents/Coursemill_new_account_instructions.pdf

⁵ <https://transportation.wv.gov/highways/mcst/Pages/Technician-Directory-Portal.aspx>