

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

GENERAL INFORMATION GUIDE FOR TECHNICIAN AND INSPECTOR
CERTIFICATION PROGRAM (TICP)

1. PURPOSE

- 1.1 The purpose of the West Virginia Division of Highways (WVDOH) Technician and Inspector Certification Program is to improve the quality assurance of embankments, subgrades, base course, asphalt and Portland cement concrete by the certification of industry and WVDOH. This procedure is to establish guidelines for this purpose.
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2. GENERAL

- 2.1 It is the WVDOH's intent to conduct a cooperative program of training, study, and examination so that personnel of the producer, contractor, and the WVDOH will be able to better assure, by their increased technical knowledge, the level of quality required by the governing Specifications.
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3. SCOPE

- 3.1 This procedure is applicable to all requirements, guidelines, and other support documents of the WVDOH that reference conditions, methods, and levels of qualification specific to the WVDOH Training and Certification Program.
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4. POLICIES AND ADMINISTRATION

- 4.1 Board of Certification - The Certification Program will be carried out in accordance with general policy guidelines established or approved by the Chief Engineer . They will be advised by a Board composed of the following members:
1. Chief Engineer
 2. Human Resources Director
 3. Materials Control Soils and Testing (MCS&T)'s Director
 4. Quality Assurance Training Program Administrator
 5. Applicable MCS&T Supervisors
- 4.1.1 The Certification Board will meet upon call of the MCS&T's Director.
- 4.2 Administration - The program will be administered by the Director of the MCS&T (hereafter referred to as "Director"). The Director will have the assistance of an Implementation Committee appointed by the Chief Engineer as follows:

1. Quality Assurance Training Program Administrator
 2. Applicable MCS&T Supervisors
 3. A representative of the WVD OH Human Resources Division.
- 4.2.1 In addition the Certification Board may jointly select representatives of producers and contractors to work with the Implementation Committee at such times and on such matters as the Director and the representatives mutually agree. These representatives shall not be candidates for certification.
- 4.2.2 The Implementation Committee will meet upon call of the Director, or person authorized by the Director. The board shall have a minimum of three (3) members in order to form a quorum for a meeting.
- 4.2.3 The Program Administrator shall be appointed by the Director. The Program Administrator will be assigned to assist the Director in administering the program and to handle planning, administration, and coordinating functions as may be delegated within the scope of appropriate WVD OH directives.

5. REQUIREMENTS

- 5.1 Where applicable, quality control representatives of a contractor or producer will be certified in one (or more) of the certifications listed in Section 6.0, depending upon the individual's duties or responsibilities. Responsibilities and qualification requirements are listed in appropriate support documents such as Materials Procedures, Quality Control Plans and others.
- 5.2 For purposes of the WVD OH Quality Assurance Program, a non- WVD OH certified technician/Inspector represents the company of which he/she is a full-time employee on the WVD OH project, owner, or partner (as defined by the Federal Wage and Hour Legislation). If said company has subsidiary or affiliated organizations, each organization will be required to have its own certified Technicians/Inspectors where applicable unless the Chief Engineer makes an exception. Exceptions will be granted only when it can be proven that the certified Technician/Inspector actually performs the duties of the technician/inspector for all of the subsidiary or affiliated organizations.
- 5.3 Designated WVD OH personnel will be certified where applicable in one (or more) of the certifications listed in Section 6.0 depending upon the individual's duties and responsibilities.

6. CERTIFICATIONS

6.1 All certifications listed in the sections below require written examinations. Some of the listed certifications require a practical examination after successful completion of the written examination. It is the responsibility of the applicant to determine which certification is applicable to his/her assignment. Following is a description of the certifications listing relevant information about each:

6.2 AGGREGATE CERTIFICATIONS

6.2.1 Aggregate Sampling Inspector - The web-based examination for an Aggregate Sampling Inspector consists of the following areas:

1. Specifications
2. Sampling Fundamentals
3. Sampling Methods and Equipment
4. Gradations
5. T11 Wash Test

6.3 The Aggregate Sampling Inspector requires the successful completion of an online examination. Certification as an Aggregate Sampling Inspector qualifies the employee, either Industry or Division, to perform sampling of aggregates relevant to the Quality Control Program or Acceptance Program respectively.

6.3.1 Aggregate Technician - The written examination for an Aggregate Inspector consists of the following areas:

1. Aggregate Specifications and Procedures
2. Aggregate Fundamentals
3. Sampling, Control, and Inspection of Aggregates
4. Aggregate Testing

6.3.2 After successful completion of the written examination, the applicant will be required to pass a practical examination consisting of his/her demonstration of testing common to normal aggregate quality requirements. Certification as an Aggregate Inspector qualifies the employee, either Industry or Division, to perform sampling and/or testing of aggregates relevant to the Quality Control Program or Acceptance Program respectively.

6.4 COMPACTION CERTIFICATIONS

6.4.1 Soils and Aggregate Compaction Inspector - The written examination for a Soils and Aggregate Compaction Inspector consists of the following areas:

1. Specifications
2. Soil Compaction Test Procedures
3. Radiation Safety and Nuclear Gauge
4. Test Procedure Problems

6.4.2 After successful completion of the written examination, the applicant will be required to pass a practical examination demonstrating his/her proficiency in using the testing equipment. Certification of the Soils and Aggregate Compaction Inspector qualifies the employee, either Industry or Division, to conduct tests on all Soil and Aggregate construction materials that require compaction testing.

6.5 CONCRETE CERTIFICATIONS

6.5.1 Concrete Technician - The written examination for a Concrete Technician consists of the following areas:

1. Specifications
2. Fundamentals
3. Sampling and Testing
4. Control and Inspection
5. Mix Proportioning and Adjustment

6.5.2 The Concrete Technician requires only the successful completion of the written examination; no practical examination test is required. Certification of the Concrete Technician qualifies the employee, either Industry or Division, to make plant and mix adjustments, proportioning, and other duties.

6.5.3 Concrete Inspector - The written examination for a Concrete Inspector consists of the following areas:

1. Fundamentals
2. Sampling and Testing
3. Control and Inspection
4. Specifications

6.5.4 After successful completion of the written examination, the applicant will be required to pass a practical examination demonstrating his/her proficiency in conducting tests common to concrete quality control. Certification as a Concrete Inspector qualifies the employee, either Industry or Division, to perform sampling and/or testing of concrete relevant to the Quality Control Program or Acceptance Program respectively.

6.6 ASPHALT MIXTURE CERTIFICATIONS

6.6.1 Asphalt Plant Technician - The written examination for an Asphalt Plant Technician consists of the following areas:

1. Specifications
2. Fundamentals
3. Sampling and Testing
4. Control and Inspection
5. Mix Proportioning and Adjustment

6.6.2 After successful completion of the written examination, the applicant will be required to pass a practical examination demonstrating their proficiency in conducting tests common to Asphalt quality control. Certification of the Asphalt Technician qualifies the employee, either Industry or Division, to take asphalt mixture samples, perform quality control or quality assurance testing on plant produced asphalt mixtures, make plant and mix adjustments, aggregate proportioning, and other duties.

6.6.3 Asphalt Field Technician – The written examination for an Asphalt Field Technician consists of the following areas:

1. Specifications
2. Surface Preparation
3. Mix Delivery and Placement
4. Joint Construction
5. PWL
6. Asphalt Compaction

6.6.4 Successful completion of the written examination and a practical examination test is required. Certification as an Asphalt Field Technician qualifies the employee, either Industry or Division, to oversee or inspect asphalt pavement construction. In addition, the class hand-out material is a valuable reference tool for each stage of the construction process. The required radiation safety training is included in this class and will certify attendees with a passing score to perform nuclear density testing on asphalt pavements.

6.6.4.1 Asphalt Field Technicians must also be evaluated by qualified District personnel on the first WVDOT paving project in which they perform this testing. The District personnel will make the decision as to whether or not the technician is correctly conducting the nuclear density tests in accordance with the Specifications. The District will also complete an evaluation form and send it to the MCS&T for processing. A technician that does not demonstrate proper nuclear density testing techniques shall not be allowed to continue testing on the WVDOT project. They must be replaced by another qualified technician. Anyone who does not meet the evaluation standards must provide proof of additional WVDOT approved radiation safety training before another evaluation will be conducted.

6.6.5 Inertial Profiler Operator- The written examination for the inertial profiler operator covers of the following areas:

1. WVDOH Specifications
2. AASHTO and ASTM Specifications
3. Knowledge of operation and analysis of collected data.

6.6.6 This certification covers an employee of either a contractor, consultant, or DOH staff to operate a lightweight/low-speed and high-speed inertial profiler.

6.7 Radiation Safety

6.7.1 This certification is required by the Nuclear Regulatory Commission (NRC) before operating a portable nuclear gauge. The training consists of 3 - 4 hours classroom instruction and has a 25-50 question closed book exam. A minimum score of 70 percent is required for passing the course. The course and exam will cover the following areas:

1. Proper storage and security of portable nuclear gauges
2. Transportation of portable nuclear gauges
3. Personal safety while operating a portable nuclear gauge.

7. TRAINING

7.1 Training - The Division of Highways, contractors, and producers may sponsor courses of instruction consisting of schools and seminars to help prepare personnel for certification under one or more of these certification programs. To the extent possible, these courses of instruction will be joint efforts of the industry and WVDOH. Nothing in this document shall be interpreted to prohibit any party from conducting courses of instruction for their personnel to assist in preparation for these exams.

7.2 The purpose of the schools is to provide helpful information and instruction for people preparing to take the WVDOH Technician/Inspector examinations. These courses are designed to provide instruction for people with a basic foundation in the subject matter.

8. EXAMINATIONS

8.1 Examinations, both written and practical, will be coordinated by MCS&T. The locations and dates of the examinations will be announced on the [MCS&T's Webpage](http://transportation.wv.gov/highways/mcst/Pages/techcert.aspx)¹. The examinations may be held on a regional basis when feasible. Most written examinations will be an "open book" type, with a time limit. Practical examinations require performance of the tests required by the Specifications for the material type involved.

¹ <http://transportation.wv.gov/highways/mcst/Pages/techcert.aspx>

- 8.2 To pass the written examinations, the applicant must obtain a score of at least 70 percent. The Inertial Profiler Operator exam requires a minimum of 75 percent to pass. The applicant will be allowed two attempts within a 12-month period to obtain a passing score per each certification class attended.
- 8.3 After the applicant passes the written examination, the applicant will have two attempts within a 12-month period to pass the practical exam. (Where applicable)
- 8.4 Certificate Non-Transferable - The status of the certification for a Technician or an Inspector is not transferable and is valid only for the quality control procedures designated by the bearer's certificate.
- 8.5 Revocation of Certificate - If at any time a WVDOH, contractor's, producer's, or supplier's Technician or Inspector is found to have altered or falsified test reports or is found to have improperly performed tests or reported their results, the individual's certification may be rendered invalid by the Chief Engineer upon recommendation of the Implementation Committee and/or the Board.
- 8.6 Renewal and Certification – Certifications shall be renewed as required in the Technician Inspector Certification Program (TICP) handbook. General guidance and information for renewal will be recommended by the Board as required by the Chief Engineer. All certifications shall terminate on December 31st of the year of expiration. There may be written, and practical examination required for recertification where applicable. More recertification information can be found in the Technician Inspector Certification Program (TICP) handbook available on the [MCS&T's Webpage](#)².
- 8.6.1 The responsibility for obtaining re-certification shall lie with the certified individual.
- 8.6.2 The Implementation Committee or other designated party shall establish internal criteria for renewal. The Technician Certification Handbook with the current rules and requirements shall be posted on the [MCS&T's Webpage](#).
- 8.6.3 Upon obtaining renewal of certification, a renewal card may be printed from the [MCS&T Webpage](#).
- 8.7 For further information on classes, recertification, schedules, class calendars and other helpful information please visit the [MCS&T's Webpage](#).

9. FUNCTIONS AND RESPONSIBILITIES

- 9.1 Contractor or Producer - The producer and contractor will be responsible for product control of all materials during the handling, blending, and mixing operations. The

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

contractor and producer also will be responsible for the formulation of a design mix that will be submitted to the Division for approval.

- 9.1.1 Technician/Inspector - A Quality Control representative of a contractor or producer should be a certified Technician/Inspector as outlined in Section 5. and whose responsibilities may include such duties as proportioning and adjusting the mix, sampling and testing the product, and preparing control charts.
- 9.2 The WVDOH - The WVDOH is responsible for all acceptance decisions.
- 9.2.1 District Materials Supervisor - District Materials activities are the responsibility of the District Materials Supervisor.
- 9.2.2 Division Technicians and Inspectors – The WVDOH Technicians and Inspectors will be assigned as necessary to carry out the required acceptance decision activities. The WVDOH representatives will not issue instructions to the contractor or producer regarding process control activities. However, the WVDOH representatives have the responsibility to question, and where necessary to reject, any operation or sequence of operations, which are not performed in accordance with the contract documents.



02/29/2024

Ronald L. Stanevich, PE
Director
Materials Control, Soils & Testing Division

MP 106.03.50 Steward – Personnel, Payroll Section
RLS:Eh
ATTACHMENT

WEST VIRGINIA TECHNICIAN INSPECTOR CERTIFICATION PROGRAM HANDBOOK



Revised FEBRUARY 29, 2024

1. INTRODUCTION

- 1.1 The purpose of the West Virginia Division of Highways (WVDOH) Technician and Inspector Certification Program (TCIP) is to improve the quality assurance of embankments, subgrades, base course, asphalt and Portland cement concrete by the certification of industry and Division of Highways personnel. This document is to establish guidelines for this purpose.
- 1.2 The Division's intent is to conduct a cooperative program of training, study, and examination so that personnel of the producer, contractor, and the Division of Highways will be able to better assure, by their increased technical knowledge, the level of quality required by the governing Specifications.
- 1.3 This document, along with MP 106.03.50, is applicable to all requirements, guidelines, and other support documents of the Division of Highways that reference conditions, methods, and levels of qualification specific to the Division of Highways' training and certification program.
- 1.4 There are often changes and additions to the TICP, so please, thoroughly review this document as well as the MCS&T Webpage to find out about any applicable changes.

2. CERTIFICATION BOARD

- 2.1 As per MP 106.03.50 the certification board members are:
 - 1. Chief Engineer
 - 2. Human Resources Director
 - 3. Materials Control Soils & Testing Director
 - 4. Quality Assurance Training Program Administrator
 - 5. Applicable Materials Control Soils and Testing Group Supervisors

3. APPLICATION AND CLASS SIGN-UP INSTRUCTIONS

- 3.1 For course registration, instructions, please visit the [WVDOH MCST Webpage](#)¹ for Instructions:

4. CERTIFICATIONS

- 4.1 The TICP offers certification classes in the following disciplines:

1. Aggregate Technician
2. Aggregate Sampling Inspector
3. Soils & Aggregate Compaction Technician
4. Portland Cement Concrete Technician
5. Portland Cement Concrete Inspector
6. Asphalt Plant Technician
7. Asphalt Field & Compaction Technician
8. Radiation safety

****EXCEPT AS NOTED HEREIN ALL CERTIFICATIONS ARE VALID
FOR A THREE-YEAR PERIOD****

5. CLASS SUPPLY LIST

- 5.1 We recommend that participants bring the following items with them to the certification classes:
1. Laptop Computer or Tablet (Mandatory)
 2. Photo ID
 3. Current WV Specification book and the latest Supplemental to the Specification book. You will need this during the test. These are also available in printable PDF format on the [WVDOH Webpage](#).²
 4. Hand held calculator (No electronic devices other than a Hand held calculators are allowed to be used during testing.)
 5. Hi-lighters
 6. Sticky Notes
 7. Ruler / Straight edge

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

² <https://transportation.wv.gov/highways/contractadmin/specifications/Pages/default.aspx>

6. SPECIAL NEEDS AND REQUESTS

- 6.1 Applicants with special needs should notify the Quality Assurance Training Program Administrator prior to the class to ensure that the training location is prepared to accommodate their needs.

7. RECIPROCAL CERTIFICATIONS

- 7.1 The West Virginia Division of Highways may recognize reciprocity certifications from other states. See MP 106.03.51 for detailed instructions.
- 7.2 American Concrete Institute (ACI) Field Testing Grade I certification will be accepted as a portion of the West Virginia PCC Inspector training. However, the applicant must pass the online West Virginia PCC Inspector written certification test before a certification will be issued.
- 7.3 Acceptance of WVDOH Certifications by other state agencies is at the sole discretion of the other agency.

8. TRAINING

- 8.1 The Division of Highways, contractors, and producers may sponsor courses of instruction consisting of schools and seminars to help prepare personnel for certification under one or more of these certification programs. To the extent possible, these courses of instruction will be joint efforts of the industry and WVDOH. Nothing in this document shall be interpreted to prohibit any party from conducting courses of instruction for their personnel to assist in preparation for these exams.
- 8.2 The purpose of the schools is to provide helpful information and instruction for people preparing to take the technician/inspector examinations. These courses are designed to provide instruction for people with a basic foundation in the subject matter.

9. CERTIFICATIONS

- 9.1 All certifications listed in the sections below require written examinations. Some of the listed certifications require a practical examination after successful completion of the written examination. Applicants are responsible to determine which certification is applicable to their assignment. The

following is a description of the certifications listing relevant information about each:

10. AGGREGATE CERTIFICATIONS

10.1 Aggregate Sampling Inspector

10.1.1 The written examination for an Aggregate Sampling Inspector consists of the following areas:

1. Specifications
2. Sampling Fundamentals
3. Sampling Methods and Equipment
4. Gradations
5. T11 Wash Test

10.2 There is no in-person class for the Aggregate Sampling Inspector Certification; the class is online-only and on-demand. The Aggregate Sampling Inspector Certification requires the successful completion of the examination. Certification as an Aggregate Sampling Inspector qualifies the employee, either industry or Division, to perform sampling of aggregates relevant to the quality control program or acceptance program respectively.

10.3 The test will be available online throughout the year but may only be attempted twice per year. A score of 70 is required for passing Aggregate Sampling Inspector.

10.4 Aggregate Technician

10.4.1 The written examination for an Aggregate Technician consists of the following areas:

1. Specifications
2. Aggregate Specifications and Procedures
3. Aggregate Fundamentals
4. Sampling, Control, and Inspection of Aggregates
5. Aggregate Testing

10.5 After successful completion of the written examination, applicants will be required to pass a practical examination consisting of their demonstration of procedures common to normal aggregate quality requirements. Certification as an Aggregate Technician qualifies the employee, either industry or

Division, to perform sampling and/or testing of aggregates relevant to the quality control program or acceptance program respectively.

11. COMPACTION CERTIFICATIONS

- 11.1 Soils & Aggregate Compaction Technician (SACT) - The written examination for the Soils & Aggregate Compaction Technician consists of the following areas:
1. Specifications
 2. Compaction Test Procedures
 3. Radiation Safety and Nuclear Gauge
 4. Test Procedure Problems
- 11.2 After successful completion of the written examination, the applicant will be required to pass a practical examination demonstrating his/her proficiency in using the testing equipment. Certification of the Compaction Technician qualifies the employee, either industry or Division, to conduct tests on all soil construction materials that require compaction testing.
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12. CONCRETE CERTIFICATIONS

- 12.1 Portland Cement Concrete Technician
- 12.1.1 The written examination for a Portland Cement Concrete Technician consists of the following areas:
1. Specifications
 2. Fundamentals
 3. Sampling and Testing
 4. Control and Inspection
 5. Mix Proportioning and Adjustment
- 12.2 The Portland Cement Concrete Technician certification requires only the successful completion of the written examination; no practical examination is required. Certification of the Portland Cement Concrete Technician qualifies the employee, either industry or Division, to make plant and mix adjustments, proportioning, and other duties.

12.3 Portland Cement Concrete Inspector

12.3.1 The written examination for a Portland Cement Concrete Inspector consists of the following areas:

1. Specifications
2. Fundamentals
3. Sampling and Testing
4. Control and Inspection
5. Specifications

12.4 After successful completion of the written examination, applicants will be required to pass a practical examination demonstrating their proficiency in conducting tests common to concrete quality control. Certification as a Portland Cement Concrete Inspector qualifies the employee, either industry or Division, to perform sampling and/or testing of concrete relevant to the quality control program or acceptance program respectively.

13. ASPHALT CERTIFICATIONS

13.1 Asphalt Plant Technician

13.1.1 The written examination for the Asphalt Plant Technician consists of the following areas:

1. Specifications
2. Fundamentals
3. Sampling and Testing
4. Control and Inspection
5. Mix Proportioning and Adjustment

13.2 After successful completion of the written examination, applicants will be required to pass a practical examination demonstrating their proficiency in conducting tests common to Asphalt quality control. Certification of the Asphalt Technician qualifies the employee, either industry or Division, to take asphalt mixture samples, perform quality control or quality assurance

- testing on plant produced asphalt mixtures, make plant and mix adjustments, aggregate proportioning, and other duties.
- 13.3 Asphalt Field and Compaction Technician (AFCT) –
- 13.3.1 The written examination for the Asphalt Field and Compaction Technician consists of the following areas:
1. Specifications
 2. Compaction Test Procedures
 3. Radiation Safety and Nuclear Gauge
 4. Test Procedure Problems
 5. Testing Forms
- 13.4 After successful completion of the written examination, applicants will be required to pass a practical examination demonstrating their proficiency in using the testing equipment. Certification of the Asphalt Field & Compaction Technician qualifies the employee, either industry or Division, to conduct tests on all asphalt materials that require compaction testing.

14. RADIATION SAFETY

- 14.1 This certification is required by the Nuclear Regulatory Commission (NRC) before operating a portable nuclear gauge. The training consists of 3 - 4 hours classroom instruction and has a 25-50 question closed book exam. A minimum score of 70% is required for passing the course. The course and exam will cover the following areas:
1. Proper storage and security of portable nuclear gauges
 2. Transportation of portable nuclear gauges
 3. Personal safety while operating a portable nuclear gauge.

15. EXAMINATIONS

- 15.1 All participants are required to furnish their own laptop or tablet to take the final course exams. Examinations, both written and practical, will be coordinated by MCS&T. The locations and dates of the examinations will be announced at least two weeks prior to being given. All written examinations will be a one-part, 'open-book' type, with a time limit.
- 15.2 If an applicant fails to receive a minimum score of 70% on the first exam, they will be given another attempt to score a 70%. This second attempt shall

- be a subsequent, scheduled make-up exam. Failure to attend any examination counts as a failed exam.
- 15.3 If the re-test examination is not passed, the applicant must attend the certification school. Practical examinations require performance of the tests required by the Specifications for the material type involved.
- 15.4 After the applicant passes the written examination, they will be granted two attempts within a 12-month period to pass the practical exam. All practical examinations are pass / fail. If an applicant fails the practical twice, the applicant may not take another practical test in the same 12-month period without first attending the certification school. The scheduling of the practical examination and re-examination is established by the MCS&T section running the certification class.

16. CERTIFICATION AND RE-CERTIFICATION

- 16.1 Certification
- 16.1.1 An individual must pass the examination in each level for which they are requesting certification. Unless otherwise noted, to pass the written examinations, the applicant must obtain a minimum score of 70 percent.
- 16.1.2 If an applicant fails to receive a minimum score of 70% on the first exam, they will be given another attempt at a later date to score a 70%. This second attempt shall be a subsequent, scheduled make-up exam. Failure to attend any examination counts as a failed exam.
- 16.1.3 Upon successfully completing the requirements for certification, applicants may print their certification card from the divisions Webpage. <http://dotftp.wv.gov/materialsdir/>
- 16.1.4 This certification is not transferable. A certification is valid for up to Three years and expires December 31, of the 3rd year of certification.
- 16.2 Re-Certification
- 16.2.1 The renewal of all certifications shall require a written exam and a hands-on practical exam, where applicable.
- 16.2.2 Applicants will be given two scheduled attempts to pass the recertification exam and one attempt to pass the practical exam (each, respectively). Any applicant that fails to acquire a minimum score of 70% on a recertification exam or who fails the subsequent practical exam will not have their certification renewed. The applicant will be required to take the respective certification classes at the next available time given by MCS&T.
- 16.2.3 Any failed recertification examination taken prior to the expiration date of the current certification, either practical or written will not result in

termination of any current certification prior to the expiration date of that certification.

- 16.2.4 The certification holder is responsible updating their personal information on the [online learning website](#)³.
- 16.2.5 Certification holders are responsible to ensure that their certifications stay current. The West Virginia Division of Highways will no longer mail reminder letters to certification holders.
- 16.2.6 If an applicant seeking recertification disagrees with a recertification decision, they may file a written appeal with the board. (See Appealing a Decision).

17. TESTING PROTOCOL

- 17.1 The TICP has a testing protocol that must be followed. The protocol includes testing environment, time limits, proctoring exams, etc. The entire protocol will be covered with attendees prior to testing.

18. REVOCATION OF CERTIFICATION

- 18.1 The Certification Board grants certification upon satisfactory completion and maintenance of certain conditions and may be revoked upon any breach of these conditions.
- 18.2 Generally, certifications may be revoked if in the opinion of the certifying authority, an individual has knowingly committed acts detrimental to the integrity of the Certification Program or transportation industry. Examples of situations that warrant revocation include, but are not limited to:
 - 1. Deliberate falsification of field or quality control test results or records.
 - 2. Deliberate falsification of calculations, test results or materials
 - 3. Cheating on certification/re-certification exams.
 - 4. Submittal of false information on certification applications.
 - 5. Submitting trial mix mixture and/or calculations completed by someone other than the signatory, or knowingly supplying trial mix mixture and/or calculations for another individual's certification.
- 18.3 The Quality Assurance Training Program Administrator will take the lead in gathering facts and investigating any allegations which may require

³ <http://www.onlinelearning.wv.gov/student/home.html>

revocation of a certification. The review board will notify the individual in writing of intent to revoke certification(s).

19. APPEALING A DECISION

19.1 Any individual who disagrees with a decision by the Certification Board has 10 business days from the date of receipt of the notification to respond in writing to the board and present documentation to support their continued certification and/or request an opportunity for a meeting to present their case.

19.2 If the individual fails to respond within 10 days of receipt of the original notification of revocation letter, the revocation becomes final.

Not later than 20 business days after receiving a request for a meeting from the individual, the Certification Board will schedule a meeting in which the appellant can present their case. If the Certification Board was not persuaded by the documentation provided by the appellant and believes that revocation of the certification is warranted, the appellant may file a written appeal to the Chief Engineer for review. All information including any letter(s) of explanation from the appellant will accompany the documents submitted to the Chief Engineer. The board will mail the decision of the Chief Engineer to the appellant. The decision by the Chief Engineer is final.

20. THE LENGTH OF REVOCATION:

20.1 First Offense

20.1.1 This may include revocation of all certifications for up to one year. After the revocation period the individual may obtain recertification by passing respective certification exam and a practical (if applicable). If either exam is failed, the individual will be required to take the certification class before being permitted to test again. The individual will be required to retake and pass the written exam regardless of whether it was previously passed.

20.2 Second Offense

20.2.1 This may include revocation of all certifications for up to five years. There is also the possibility of demotion and reduced pay for WVDOT employees. After the revocation period the individual may obtain recertification by passing the respective certification exam and a practical (if applicable) at the discretion of the board. If either exam is failed, the individual will be required to take the certification class before being permitted to test again.

The individual will be required to retake and pass the written exam regardless of whether it was previously passed.

20.3 Third Offense

20.3.1 This may include revocation of all certifications for life. There is also the possibility of termination, demotion and reduced pay for WVDOH employees.

21. CONTACT INFORMATION

21.1 If an applicant/technician/appellant has any questions about the DOH program or needs more information. Please contact:
Qaschoolscoordinator@wv.gov