

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

MATERIALS PROCEDURE

POLICY FOR MATERIALS CERTIFICATION RECIPROCITY

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 PCC Inspectors, PCC Technicians, and/or Aggregate Technicians in the state of West Virginia. For those who currently hold certifications in states with comparable certifications 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.

2. REFERENCED DOCUMENTS

- 2.1 MP 106.03.50 - General Information Guide Technician And Inspector Certification Program (TICP)

3. PROVISIONAL PATH

- 3.1 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/Technician. To become certified through this path, the applicant must take the West Virginia provisional certification exam. 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.
- 3.2 If a passing score is not obtained on the test-out, the Provisional Certification will not be provided, and applicant will be required to take the respective class and pass the certification exams to be certified in West Virginia. 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/MP-100s.aspx>

- 3.3 To request a Provisional Certification, the following steps are required:
- 3.3.1 The applicant must provide copies of all current, applicable certification cards / certificates.
- 3.3.2 Email these attachment(s) to gaschoolscoordinator@wv.gov
- 3.3.3 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 3.)

4. CREATING AN ACCOUNT AND SCHEDULING THE EXAM

- 4.1 To create an online learning account, visit the How to create an online learning account² [webpage](#) 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 passing the exam, the Provisional Applicant may go to The technician certification search [portal](#)³ at the Materials Control, Soils and Testing Division website and print out the 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.

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MP 106.03.51 Steward – Lab Support Section
MM:Bh

² https://transportation.wv.gov/highways/mcst/Documents/Technician_School_Documents/Coursemill_new_account_instructions.pdf

³ <https://transportation.wv.gov/highways/mcst/Pages/Technician-Directory-Portal.aspx>