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 various materials by the certification of industry and WVDOH. This procedure is to establish guidelines for this purpose.

1.2. 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. Work experience in the subject matter is encouraged before attending classes.

2. GENERAL

2.1. It is 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.

2.2. **Hands-On-Training** is performing the tests outlined in this MP for the certification the technician is seeking, for a minimum of 40 hours. These tests may be performed on a state project, private project, or any place the company has available but are not to be submitted for the actual project. Acceptance tests must be performed by certified technicians.

2.3. **A Responsible Person** is an individual, such as a Project Engineer, Quality Control Manager, Supervisor, or other personnel, who is familiar with the testing procedures set by the WVDOH, AASHTO, and ASTM but is not necessarily "certified" in West Virginia.

3. REFERENCED DOCUMENTS

3.1. MP 106.03.51 - Policy for Materials Certification Reciprocity with PCC Inspector, PCC Technician, and Aggregate Technician.

4. SCOPE

4.1. 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.

5. POLICIES AND ADMINISTRATION

5.1. Certification Board - The board shall be responsible for administering the Certification Program in accordance with general policy guidelines established or approved by the State Highway Engineer. It will be composed of the following members:

1. Deputy State Highway Engineer - Construction
2. General Counsel
3. Director of MCS&T - hereafter referred to as "Director"
4. Quality Assurance Program Administrator
5. Applicable MCS&T Supervisor(s)

6. CERTIFICATION CLASSES

6.1. The Technician and Inspector Certification Program (TICP) offers certification classes in the following disciplines:

1. Aggregate Sampling Inspector, refer to Section 7
2. Aggregate Technician, refer to Section 8
3. Asphalt Field & Compaction Technician, refer to Section 9
4. Asphalt Plant Technician, refer to Section 10
5. Asphalt Preservation Technician, refer to Section 11
6. Inertial Profiler Operator, refer to Section 12
7. Portland Cement Concrete Inspector, refer to Section 13
8. Portland Cement Concrete Technician, refer to Section 14
9. Radiation Safety, refer to Section 15
10. Soils & Aggregate Compaction Technician, refer to Section 16

Details of these classes are available on the MCS&T Webpage[1]

7. AGGREGATE SAMPLING INSPECTOR

7.1. Certification as an Aggregate Sampling Inspector qualifies the technician to perform sampling of aggregates for both Quality Control and Quality Assurance.

7.2. 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. AASHTO T 27 Sieve Analysis of Fine and Coarse Aggregates
5. AASHTO T 11 Materials Finer Than 75-µm (No. 200) Sieve in Mineral Aggregates by Washing

[1] https://transportation.wv.gov/technician-and-inspector-certification-program

The Aggregate Sampling Inspector requires the successful completion of an online examination.

7.3. No practical examination or Hands-On-Training is required for this certification.

8. AGGREGATE TECHNICIAN

8.1. Certification as an Aggregate Technician qualifies the technician to perform sampling and/or testing of aggregates for both Quality Control and Quality Assurance.

8.2. The written examination for Aggregate Technician consists of the following areas:

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

8.2.1. The applicant shall complete Hands-On-Training, refer to section 18.2. After successful completion of the written examination, the applicant will be required to pass the practical examination. The technician must be able to perform the routine tests associated with aggregate quality assurance.

8.3. American Concrete Institute (ACI) Aggregate Testing Technician - Grade I certification will be accepted for the practical portion of the West Virginia Aggregate Technician training.

8.4. HANDS-ON-TRAINING REQUIREMENTS

8.4.1. Before scheduling the Practical Exam, each participant shall complete a Hands-On Training under the supervision of a Responsible Person in the eight different aggregate tests on which the participant will be tested. The tests to be trained in are:

1. AASHTO T 11 Materials Finer Than 75-µm (No. 200) Sieve in Mineral Aggregates by Washing
2. AASHTO T 19 Bulk Density (“Unit Weight”) and Voids in Aggregate
3. AASHTO T 27 Sieve Analysis of Fine and Coarse Aggregates
4. AASHTO T 84 Specific Gravity and Absorption of Fine Aggregate
5. AASHTO T 85 Specific Gravity and Absorption of Coarse Aggregate
6. AASHTO T 89 Determining the Liquid Limit of Soils
7. AASHTO T 90 Determining the Plastic Limit and Plasticity Index of Soils
8. MP 703.00.21 Standard Method of Test for Percent Crushed Particles

9. ASPHALT FIELD AND COMPACTION TECHNICIAN

9.1. Certification as an Asphalt Field and Compaction Technician qualifies the technician 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.

9.2. The written examination for this class consists of the following areas:

1. Specifications
2. Surface Preparation
3. Mix Delivery and Placement
4. Joint Construction
5. Percent Within Limits (PWL)
6. Troubleshooting
7. Compaction Test Procedures
8. Radiation Safety and Nuclear Gauge
9. Testing Forms

9.2.1. With gauge endorsement, applicants must complete Hands-On-Training, please refer to section 18.2. After successful completion of the written examination, the applicant will be required to pass the practical examination. The technician must be able to perform the routine tests associated with asphalt compaction quality assurance.

9.2.2. Without gauge endorsement participants will only take a written exam.

9.3. HANDS-ON-TRAINING REQUIRMENTS

9.3.1. Each participant shall complete Hands-On Training under the supervision of a Responsible Person in the two Asphalt Field and Compaction Technician tests on which the participant will be tested. The tests to be trained in are:

1. AASHTO T 355 Standard Method of Test for In-Place Density of Asphalt Mixtures by Nuclear Methods
2. Specification 401 Gauge Comparison

9.3.2. The practical exam may be attempted prior to the completion of the Hands-On-Training.

9.4. A technician that does not demonstrate proper radiation safety training shall not be allowed to continue testing on a WVDOH Project. They must be replaced by another qualified technician. Anyone who does not meet the applicable safety standards must provide proof of additional WVDOH approved radiation safety training before another evaluation will be conducted.

10. ASPHALT PLANT TECHNICIAN

10.1. Certification of the Asphalt Technician qualifies the technician 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.

10.2. The written examination for this class consists of the following areas:

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

5. Mix Proportioning and Adjustment

10.2.1. The applicant shall complete Hands-On-Training, please refer to section 18.2. After successful completion of the written examination, the applicant will be required to pass the practical examination. The technician must be able to perform the routine tests associated with asphalt plant quality assurance.

10.3. HANDS-ON-TRAINING REQUIREMENTS

10.3.1. Each participant shall complete Hands-On Training under the supervision of a Responsible Person in the nine tests on which the participant will be tested. The tests to be trained in are:

1. AASHTO R68 – Preparation of Asphalt Mixtures by Means of the Marshall Apparatus
2. AASHTO T 312 – Preparing and Determining the Density of Asphalt Mixture Specimens by Means of the Superpave Gyratory Compactor
3. AASHTO T 166 – Bulk Specific Gravity (GMB) of Compacted Hot-Mix Asphalt (HMA) Using Saturated Surface-Dry Specimens
4. AASHTO T 331 – Bulk Specific Gravity (GMB) and Density of Compacted Hot-Mix Asphalt (HMA) Using Automatic Vacuum Sealing Method
5. AASHTO T 209 – Theoretical Maximum Specific Gravity (GMM) and Density of Hot-Mix Asphalt (HMA)
6. AASHTO T 245 – Resistance to Plastic Flow of Asphalt Mixtures Using Marshall Apparatus
7. AASHTO T 308 – Determining the Asphalt Binder Content of Hot-Mix Asphalt (HMA) By the Ignition Method, (Method A)
8. AASHTO T 30 – Mechanical Analysis of Extracted Aggregate
9. AASHTO T 269 – Standard Method of Test for Percent Air Voids in Compacted Dense and Open Asphalt Mixtures

10.3.2. The practical exam may be attempted prior to the completion of the Hands-On-Training

11. ASPHALT PRESERVATION TECHNICIAN

11.1. Certification of the Asphalt Preservation Technician is currently optional. This certification is for technicians who want to be more prepared for asphalt preservation style projects.

11.1.1. Details of this certification are available on the MCS&T Webpage[2]

11.2. This exam is based on web-based training found in the AASHTO Technical Training Solutions courses[3].

11.2.1. The required courses are as follows:

[2] https://transportation.wv.gov/asphalt-preservation-technician

[3] https://transportation.org/technical-training-solutions/

1. Flexible Pavement Preservation Treatment Introduction (1 PDH)
2. Flexible Pavement Preservation Treatment Selecting the Right Treatment (0.5 PDH)
3. Flexible Pavement Preservation Treatment Materials (2 PDH)
4. Flexible Pavement Preservation Treatment Localized Pavement Repairs (1.5 PDH)
5. Flexible Pavement Preservation Treatment Crack Sealing and Fillings (1.5 PDH)
6. Flexible Pavement Preservation Treatment Fog Seals (1 PDH)
7. Flexible Pavement Preservation Treatment Chip Seals (1.5 PDH)
8. Flexible Pavement Preservation Treatment Slurry Seals (1.5 PDH)
9. Flexible Pavement Preservation Treatment Micro-Surfacing (1.5 PDH)
10. Flexible Pavement Preservation Treatment Thin Functional HMA Overlay (2 PDH)

11.2.2. A printed copy of the Certificates of Training from these courses is required to be presented for registration on the day of the exam.

11.3. The written examination for an Asphalt Preservation Technician consists of the following areas regarding chip seals, micro surfacing, thin overlays, and crack sealing.

1. Fundamentals of Preservation
2. Pavement Conditions and Treatment Selection
3. Performance Characteristics
4. Inspection and Best Practices

11.3.1. No practical examination or Hands-On-Training is required for this certification.

12. INERTIAL PROFILER OPERATOR

12.1. This certification allows a technician to operate a lightweight/low-speed and high-speed inertial profiler.

12.2. This certification does not have a class, nor does the test need to be proctored by the WVDOH. The exam is provided upon request. Details are in MP 720.10.01 - Guide for Using a High-Speed Inertial Profiler to Measure the Longitudinal Profile of Pavement.

12.3. The written examination for the inertial profiler operator covers the following areas:

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

12.3.1. No practical examination or Hands-On-Training is required for this certification.

13. PORTLAND CEMENT CONCRETE INSPECTOR

13.1. Certification as a Concrete Inspector qualifies the technician to perform sampling and/or testing of concrete for Quality Control and/or Quality Acceptance.

13.2. The written examination for this class consists of the following areas:

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

13.2.1. The applicant must complete Hands-On-Training, please refer to section 18.2. After successful completion of the written examination, the applicant will be required to pass the practical examination. The technician must be able to perform the routine tests associated with Portland Cement Concrete quality assurance.

13.3. American Concrete Institute (ACI) Field Testing Grade I certification will be accepted as the practical portion of the West Virginia PCC Inspector training.

13.4. HANDS-ON-TRAINING REQUIREMENTS

13.4.1. Each participant shall complete the required Hands-On-Training under the supervision of a Responsible Person in the seven tests on which the participant will be tested. The tests to be trained in are:

1. AASHTO R60 Standard Practice for Sampling Freshly Mixed Concrete
2. ASTM C1064 Standard Test Method for Temperature of Freshly Mixed Hydraulic-Cement Concrete
3. AASHTO T119 Standard Method of Test for Slump of Hydraulic Cement Concrete
4. AASHTO T196 Standard Method of Test for Air Content of Freshly Mixed Concrete by the Volumetric Method
5. AASHTO T152 Standard Method of Test for Air Content of Freshly Mixed Concrete by the Pressure Method
6. AASHTO T121 Standard Method of Test for Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete
7. AASHTO R100 Standard Method of Making and Curing Concrete Test Specimens in the Field

13.4.2. The practical exam may be attempted prior to the completion of the Hands-On-Training.

14. PORTLAND CEMENT CONCRETE TECHNICIAN

14.1. Certification of the Concrete Technician qualifies the technician to make plant and mix adjustments, proportioning, and other concrete related duties.

14.2. The written examination for this class consists of the following areas:

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

14.2.1. The Concrete Technician requires only the successful completion of the written examination; no practical examination test is required.

14.3. National Ready Mixed Concrete Association (NRMCA) Concrete Technologist Certification Course, “Short Course,” will be accepted as a portion of the West Virginia PCC Technician training. However, the applicant must pass the online West Virginia PCC Technician written certification test before a certification is issued. Refer to MP 106.03.51.

14.4. HANDS-ON-TRAINING REQUIREMENTS

14.4.1. PCC Inspector certification is a required prerequisite for the PCC Technician certification, and the NRMCA reciprocal certification. However, a participant may take the PCC Technician class, and exam prior to completing the required 40 hours of Hands-On-Training, and or the PCC Inspector practical if they have passed the PCC Inspector written exam, but the PCC Technician Certification will not be granted until the participant has obtained the PCC Inspector Certification.

15. RADIATION SAFETY

15.1. This certification is required by the Nuclear Regulatory Commission (NRC) before operating a portable nuclear gauge. 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

15.2. No practical examination or Hands-On-Training is required for this certification.

15.3. This certification expires three years from the date of certification. This is regulated by the NRC.

16. SOIL AND AGGREGATE COMPACTION TECHNICIAN

16.1. Certification of the Soil and Aggregate Compaction Technician qualifies the technician to conduct tests on all Soil and Aggregate construction materials that require compaction testing.

16.2. The written examination for this class consists of the following areas:

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

16.2.1. The applicant must complete Hands-On-Training, please refer to section 18.2. After successful completion of the written examination, the applicant will be required to pass the practical examination. The technician must be able to perform the routine tests associated with soil and aggregate compaction quality assurance.

16.3. HANDS-ON-TRAINING REQUIRMENTS

16.3.1. Before scheduling for the Practical Exam, each Participant shall complete Hands-On Training under the supervision of a Responsible Person in the three different tests on which the participant will be tested. The tests to be trained in are:

1. MP 700.00.24 Nuclear Density Test by Roller Pass Method
2. MP 712.21.26 Procedure for Determining Random Location of Compaction Lots
3. MP 207.07.20 Nuclear Field Density/Moisture Test for Random Material Having Less than 40% + 3/4-inch Material

16.3.2. A technician that does not demonstrate proper radiation safety shall not be allowed to continue testing on a WVDOH Project. They must be replaced by another qualified technician. Anyone who does not meet the applicable safety standards must provide proof of additional WVDOH approved radiation safety training before another evaluation will be conducted.

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.

17.2. SPECIAL NEEDS AND REQUESTS

17.2.1. Applicants with special needs should notify the QA Program Administrator prior to the class to ensure that the training location is prepared to accommodate their needs.

18. CERTIFICATION, HANDS-ON-TRAINING, AND RE-CERTIFICATION

18.1. CERTIFICATION

18.1.1. An individual must pass the written 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.

18.1.2. If an applicant fails to receive a minimum score of 70% on the first written exam, they will be given another attempt at a later date to score 70%. This second attempt shall be a subsequent, scheduled make-up written exam. Failure to attend any scheduled written examination, practical examination, or to bring the Hands-On-Training form to the practical counts as a failed exam.

18.1.2.1. If the applicant fails the second written exam, they may not attempt the written examination again until they retake the class or wait one calendar year.

18.1.2.2. If an applicant seeking any certification disagrees with a certification decision, they may file a written appeal with the Certification Board.

18.1.3. If required by the certification, a practical exam must be successfully completed. Specific requirements for the practical exam are included in the respective sections. If a participant fails the practical exam, they may not retake the practical exam until they have attended the respective class and successfully passed the written examination again. An exception may be made at the discretion of the section head and the QA Program Administrator.

18.1.4. Upon successfully completing the requirements for certification, applicants may view their certification information on the Division's Webpage. Materials Certification Directory.

18.1.5. This certification is not transferable. A certification is valid for 5 years and expires December 31, of the 5th year of certification. For example, if a technician is certified

in January of 2026, it will expire on December 31, 2031. Radiation Safety must be renewed every 3 years from the certification date. For example, if a technician is certified on January 15, 2026, it will expire on January 15, 2029.

18.1.6. Instructors who participate in certification classes shall have their certification extended by one year for each unique certification. This only applies once per calendar year. This does not apply to Radiation Safety.

18.2. HANDS-ON-TRAINING

18.2.1. For the initial certification of an applicant technician, the Technician must pass a written exam, participate in and verify Hands-On-Training, and pass a hands-on practical exam (if required by the class). The Technician shall complete the tests outlined in each certification under the supervision of a Responsible Person for a minimum of 40 hours of Hands-On-Training. This must be completed up to one year before and ninety days after the written exam and verified by a signed letter on company letter head from a Responsible Person. The Hands-On-Training requirement shall not apply to a technician who has previously been certified, if the technician can provide proof of prior certification.

An applicant who seeks certification via reciprocity shall provide a minimum of 40 hours of experience verified by a Responsible Person by submitting a signed letter of verification on company letter head, (verification letter can be downloaded from the WVDOH MCST Webpage Toolbox[4]). Hours spent shadowing or observing others do not count. The signed Hands-On-Training verification letter shall be submitted to the QA Program Administrator at qaschoolscoordinator@wv.gov.

18.2.2. Hands-On-Training requirements vary between certifications. See the respective section for details.

18.2.3. All Practical Examinations must be completed within 90 days from the date of the original written test date. If the participant fails, they will be denied the Certification. The practical exam dates are set at the discretion of the appropriate Section Supervisor and are based on the availability of the Lab. Hands-On-Training reports must be submitted at the time of the technician's scheduled practical exam if it has not been submitted prior.

18.3. RECERTIFICATION

18.3.1. The responsibility for obtaining re-certification shall lie with the certified individual.

18.3.2. Certification holders are responsible for ensuring that their certifications stay current. The WVDOH will no longer mail reminder letters to certification holders.

18.3.3. The renewal of all certifications shall require a written exam and a hands-on practical exam, where applicable.

18.3.4. Independent Assurance (IA) test scores of 3 or better can be used in place of the hands-on practical for the following re-certifications:

[4] https://transportation.wv.gov/tool-box

1. PCC Inspector – Air and Slump tests
2. Soil and Aggregate Compaction – Moisture/Density Test, and pass the 1-point proctor
3. Asphalt Field and Compaction With Gauge

18.3.5. Applicants will be given two scheduled attempts to pass the written 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.

18.3.6. 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.

18.3.7. The certification holder is responsible for updating their personal information on the online learning website[5].

18.3.8. If an applicant seeking recertification disagrees with a recertification decision, they may file a written appeal with the Certification Board.

18.3.9. If recertification is not complete by December 31, the Technician's respective certification will be revoked, and the technician shall complete the full certification examination and practical.

19. RECIPROCAL CERTIFICATIONS

19.1. Acceptance of WVDOH Certifications by other state agencies is at the sole discretion of the other agency. Refer to MP 106.03.51.

19.2. ACI and NRMCA certifications are accepted as the practical portion of the West Virginia Aggregate Technician, PCC Inspector, and PCC Technician training. However, the applicant must pass a supplemental online West Virginia written certification test and complete a minimum of 40 hours of Hands-On-Training before a certification is issued. Refer to MP 106.03.51.

20. CODE OF CONDUCT

20.1. The purpose of this Code of Conduct establishes expectations for behavior throughout the training course and during the end-of-course written exam. Its goal is to create a respectful productive, and fair learning environment for all participants.

20.2. Professional behavior is always expected. Participants are expected to treat instructors and fellow learners with courtesy and respect. Disruptive behavior, harassment, or discrimination of any kind will not be tolerated. Active participation is encouraged, but learners should allow others the opportunity to contribute.

[5] http://www.onlinelearning.wv.gov/student/home.html

20.3. Attendance and engagement are important to successful completion of the course. Arrive on time for all sessions and return promptly from breaks. Stay engaged during instruction, group work and activities. If you anticipate an absence, notify the instructor when possible.

20.4. Use of technology during training is encouraged. Laptops, tablets, and phones may be used for documentation, note taking, taking pictures, and searching documents. Please keep devices on silent ring during class, and if you must take a call, please excuse yourself from class to complete the conversation.

20.5. Academic integrity during exams is taken seriously. Cell phones, spreadsheets, and AI tools are prohibited during the written exam. Only approved materials may be used during the exam. These materials include notes taken during class, course manuals, MPs, current Specification book, and the WVDOH Website. Talking, sharing answers, or attempting to access unauthorized resources will result in disciplinary action, which may include exam failure or removal from the course.

20.6. Confidentiality must be observed. Course materials, discussions, and assessments may contain sensitive or proprietary information. Participants must not share or distribute course content without permission.

20.7. Safety must always be observed. Follow all safety guidelines provided by the instructor. Report any unsafe conditions or concerns immediately.

20.8. Failure to follow this Code of Conduct may result in the following disciplinary actions: a verbal warning, removal from the classroom, disqualification from the exam, and dismissal from the course. Consequences will be applied by the QA Program Administrator's discretion in consultation with the class instructor based on the severity of the violation.

21. REVOCATION OF CERTIFICATION

21.1. 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.

21.2. The Quality Assurance Training Program Administrator will take the lead in gathering facts and investigating any allegations which may require revocation of a certification. The Certification Board will notify the individual in writing of intent to revoke certification(s).

22. APPEALING A DECISION

22.1. 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.

Appeals should be mailed to:
Certification Board
ATTN: Quality Assurance Program Administrator
West Virginia Division of Highways
190 Dry Branch Dr.
Charleston, WV 25306

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

22.3. 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 State Highway Engineer for review. All information including any letter(s) of explanation from the appellant will accompany the documents submitted to the State Highway Engineer. The board will mail the decision of the State Highway Engineer to the appellant. The decision by the State Highway Engineer is final.

23. THE LENGTH OF REVOCATION:

23.1. First Offense: Revocation of all certifications for one (1) year.

23.2. Second Offense: Revocation of all certifications for five (5) years.

23.3. Third Offense: Revocations of all certifications for life.

23.4. In the event of a serious violation as determined by the Division, the case may be referred to the Department of Justice.

24. CONTACT INFORMATION

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

Michael Mance

Digitally signed by Michael Mance
Date: 2026.09.15 16:16:34 -04'00'

Michael A Mance, PE
Director
Materials Control, Soils & Testing Division

MP 106.03.50 Steward – Lab Support Section
MAM:Bh
Attachment

Example

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways
1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Stephen T. Rumbaugh, P.E.
Secretary of Transportation
Commissioner of Highways

DATE

Quality Assurance Program Administrator
190 Dry Branch Dr.
Charleston, WV 25306

Mr. Harper,

I am a Responsible Person representing _____(Company)_____. I am familiar with WVDOH, AASHTO and ASTM procedures related to the ____(Certification)____ Certification. I hereby authorize and verify that 40 hours of Hands-On-Training was completed by _____(name of technician in training)_____ according to WVDOH, AASHTO and ASTM procedures.

Sincerely,

_____
Signature

_____
Printed Name

_____
Job Title

_____
Date

Company Letterhead

Quality Assurance Program Administrator
190 Dry Branch Dr.
Charleston, WV 25306

Mr. Harper,

I am a Responsible Person representing (company). I am familiar with WVDOH, AASHTO and ASTM procedures related to the (Certification) Certification. I hereby authorize and verify that 40 hours of Hands-On-Training was completed by (name of technician in training) according to WVDOH, AASHTO and ASTM procedures.

Sincerely,

_____
Signature

_____
Printed Name

_____
Job Title

_____
Date