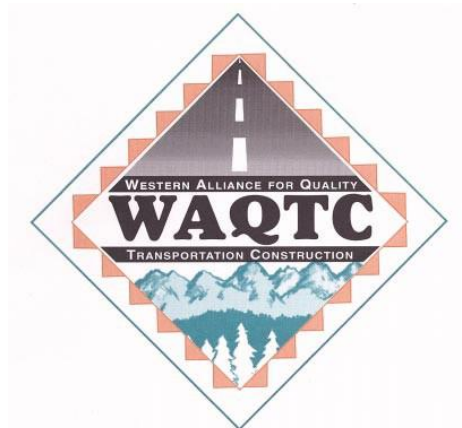


Registration, Policies, and Information Handbook



Transportation Technician Qualification Program



ABOUT THIS HANDBOOK

The Registration, Policies, and Information Handbook (RP&IH) is intended to be the technician's or laboratory's guidance document for the WAQTC Transportation Technician Qualification Program (TTQP) policies and procedures, including the MDT Field Tech qualification. It is, however, the responsibility of the technician to remain up to date on all matters pertaining to the program. If you have questions about the program contact the MDT Materials Training Specialist.

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Requests may also be submitted to:

Misty Miner
Montana Department of Transportation
mminer@mt.gov

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LIST OF ABBREVIATIONS

AgTT	Aggregate Testing Technician
AKDOT & PF	Alaska Department of Transportation & Public Facilities
AQC	Agency Qualification Committee
AsTT	Asphalt Testing Technician
AsTT II	Asphalt Testing Technician II
CDOT	Colorado Department of Transportation
CFLHD	Central Federal Lands Highway Division
CTT	Concrete Testing Technician
DTT	Density Testing Technician
EBTT	Embankment and Base Testing Technician
FHWA	Federal Highway Administration
HDOT	Hawaii Department of Transportation
ITD	Idaho Transportation Department
LQP	Laboratory Qualification Program
MDT	Montana Department of Transportation
NDDOT	North Dakota Department of Transportation
ODOT	Oregon Department of Transportation
QAC	Qualification Advisory Committee
RP & IH	Registration, Policies, and Information Handbook
TTQP	Transportation Technician Qualification Program
UDOT	Utah Department of Transportation
WAQTC	Western Alliance for Quality Transportation Construction
WFLHD	Western Federal Lands Highway Division
WSDOT	Washington State Department of Transportation

WESTERN ALLIANCE FOR QUALITY TRANSPORTATION CONSTRUCTION (WAQTC)

INTRODUCTION

The Western Alliance for Quality Transportation Construction (WAQTC), is comprised of the States of Alaska, Colorado, Hawaii, Idaho, Montana, North Dakota, Oregon, Utah, and Washington, and the Western and Central Federal Lands Highway Divisions (WFLHD and CFLHD) of the Federal Highway Administration. This organization is dedicated to improving the quality of transportation products and services.

Montana Department of Transportation (MDT) Field Tech Qualification:

The purpose of the MDT Field Tech qualification is for conformance with State and Federal requirements that all persons who sample or test for Federal Aid projects will be qualified. The MDT Field Tech includes MDT qualifications using WAQTC materials. The details for implementation of the program are contained in this manual.

MISSION STATEMENT

Provide leadership in the pursuit of continuously improving quality in transportation construction. Through our partnership, we will:

- promote an atmosphere of trust, cooperation, and communication between government agencies and the private sector
- respond in a unified and consistent manner to identify quality improvement needs and new technologies that impact the products that we provide
- provide a forum to promote uniform test standards
- provide highly skilled, knowledgeable materials sampling and testing technicians
- provide reciprocity for Qualified testing technicians among accredited Agencies

PURPOSE OF THE WAQTC

The WAQTC is comprised of at least one representative of each of the member Agencies. WAQTC is focused in three main areas: standardizing test methods (WAQTC, AASHTO, and ASTM), certifying sampler / testers through the Transportation Technician Qualification Program (TTQP), and working together on national programs of significance including research, training, and technology deployment.

BENEFITS OF MEMBERSHIP

- Cost savings
- Partnering
- Savings to contractors and consultants working in more than one state
- Sharing resources human, tech, financial
- Reducing wasteful duplication

ORGANIZATIONAL STRUCTURE

- Executive Board
 - Contributing Member
 - Accredited Contributing Member
 - Advisory Member

- Guest
- Transportation Technician Qualification Program (TTCP) Committees
 - Qualification Advisory Committee (QAC)
 - Agency Qualification Committee (AQC)

EXECUTIVE BOARD

The Executive Board is comprised of at least one representative of each of the member Agencies of the WAQTC. This committee is responsible for the mission, objectives, structure, policy decisions, the direction of the WAQTC, and other programs as may be undertaken in the future. Operational guidance for this committee can be found in the WAQTC Bylaws at www.waqtc.org.

ACCREDITED CONTRIBUTING MEMBERS

Agencies that have agreed to follow the standards of the TTQP accreditation program will have the status of Accredited Contributing Membership on the Executive Board. These member agency representatives shall have a single vote on all operational matters of the TTQP. Further guidelines can be found in the TTQP operational agreement at www.waqtc.org.

TTQP QUALIFICATION ADVISORY COMMITTEE

The Qualification Advisory Committee (QAC) is the committee that has the principal task of overseeing technical portions of the TTQP. The QAC acts in an advisory capacity to the Executive Board and reports directly to them. The QAC reviews the program and suggests changes or updates and ensures that the program continues to meet the highest standards. Additional information is contained in the TTQP Operating Agreement at www.waqtc.org

AGENCY QUALIFICATION COMMITTEE

The Agency Qualification Committee (AQC) is the Agency level committee that is responsible for oversight of the TTQP within the Agency to ensure a region wide consistency in the implementation of the program. The Chairman of the committee is an Agency employee. This committee will include Individuals from MDT Headquarters. The Chairman of the committee is an MDT employee and WAQTC Executive Board member. Members must have both a working knowledge of the test procedures and administrative procedures.

MDT REPRESENTATIVES AND CONTACT POINTS

Jim Davies – Materials Bureau Chief 406-444-3424 jdavies@mt.gov	Oak Metcalfe – Materials Engineer (Chair) 406-444-9201 rmetcalfe@mt.gov
Paul Bushnell – Inspection Operations Supervisor 406-444-7041 pbushnell@mt.gov	Misty Miner – Materials Training Specialist 406-233-3607 mminer@mt.gov

WAQTC EXECUTIVE BOARD (CONTRIBUTING MEMBERS)

Michael San Angelo - AKDOT&PF Michael_SanAngelo@dot.state.ak.us	Oak Metcalfe – MDT rmetcalfe@mt.gov
Michael Voth – CFLHD Michael.Voth@dot.gov	Matt Linneman – NDDOT mlinnenman@nd.gov
Craig Wieden, CDOT Craig.Wieden@state.co.us	Larry Ilg – ODOT Larry.D.ILG@odot.state.or.us
Brian Ikehara – HDOT brian.ikehara@hawaii.gov	Scott Nussbaum – UDOT snussbaum@utah.gov
John Bilderback – ITD john.bilderback@itd.idaho.gov	Garrett Webster – WSDOT WebsteG@wsdot.wa.gov

TTQP CONTACTS

Alaska AKDOT&PF	Dan Gettman Daniel.gettman@alaska.gov (907) 269-6248	North Dakota NDDOT	Sharon Taylor staylor@nd.gov (701) 328-6937
Colorado CDOT	Christopher P. Russell Christopher.russell@state.co.us (303) 398-6587	Oregon ODOT	Sean Parker Sean.p.parker@odot.state.or.us (503) 986-6631
Hawaii HDOT	Vacant	Utah UDOT	Gilbert Arredondo garredondo@utah.gov (801) 633-6269
Idaho ITD	Mike Copeland Michael.Copeland@itd.idaho.gov Phone: (208) 334-8446	Washington WSDOT	Randy Mawdsley mawdslr@wsdot.wa.gov (360) 709-5497
Montana MDT	Misty Miner mminer@mt.gov (406) 233-3607		

Current course or qualification information, Qualified Technicians, updates, and other useful information can be accessed at : www.waqtc.org MDT’s Technician Registry can be directly accessed at https://www.mdt.mt.gov/business/contracting/waqtc_search.shtml

TRANSPORTATION TECHNICIAN QUALIFICATION PROGRAM (TTQP)

PURPOSE OF THE TTQP

The Transportation Technician Qualification Program (TTQP) portion of the Administrative Manual contains uniform program policies and guidance for Agencies of the Western Alliance for Quality Transportation Construction (WAQTC). Agencies are expected to adhere to the content of this manual in order to maintain accreditation while creating uniformity and program integrity. Agencies are not authorized to make changes to content, unless specifically stated in this manual.

The purpose of this Qualification program is to provide improved quality in the transportation products that we provide. One means of accomplishing this is by ensuring that individuals have demonstrated abilities to engage in quality assurance activities (quality control, acceptance, and independent assurance) in transportation construction work under the jurisdiction of the WAQTC contracting Agencies and those laboratories that perform Agency work meet an acceptable level of performance. Unless otherwise specified in the contract documents all WAQTC members that are contracting Agencies will require that technicians who perform Agency contract work will have successfully completed the Transportation Technician Qualification Program, and laboratories that perform sampling and testing on Agency projects will have been Qualified by a Laboratory Qualification Program in their respective States.

This program is prescribed to meet, in part, the requirements of The Code of Federal Regulations 637, Subpart B - Quality Assurance Procedures for Construction.

TTQP OBJECTIVES

- To provide highly skilled, knowledgeable materials sampling and testing technicians
- To promote uniformity and consistency in testing
- To provide reciprocity for Qualified testing technicians between participating Agencies
- To create a harmonious working atmosphere between public and private employees based upon trust, open communication, and equivalency of Qualification

DEFINITION OF CERTIFICATION AND QUALIFICATION (QUALIFIED)

Within the context of this guide and program the term *Certification* is defined as confirmation (certificate) that someone has successfully met the qualification requirements, as defined elsewhere in this guide, in one of the technical areas in which WAQTC offers such credentials. *Qualification (qualified)* is defined as the demonstration of the requirements in one of these technical areas.

These are solely credentials as defined by WAQTC and establish that the recipient has demonstrated a required level of knowledge and is eligible to perform work on certain transportation projects under the jurisdiction of the member contracting Agencies or others that use this program. This definition does not in any way suggest an affiliation with any national or other organization that provides for similar credentials, or accredits organizations to provide for similar credentials, in any like areas to those that are included in the WAQTC program.

WHO MUST HOLD A CERTIFICATION?

All persons responsible for sampling of materials and performing and reporting on tests, in any of the technical areas in which Certification is offered, as defined elsewhere, on any project under the jurisdiction of one of the WAQTC contracting Agencies must hold a certificate of qualification, unless otherwise designated in the contract documents. Certification may be granted only after successfully completing the qualification requirements of this program. “Grandfathering” or “exceptions” to the TTQP, other than as noted in the Concrete Qualification, will not be granted.

QUALIFICATION / CERTIFICATION RECIPROCITY

Technicians must successfully complete all requirements of a Qualification area to be considered Qualified by the TTQP in that area. A person completing these requirements, and holding a valid Certification, will then be considered Qualified to perform those specific sampling and testing functions, only, falling under that Certification in any participating Agency of the WAQTC. Although the technician is considered Qualified in that area by all Agencies for the defined test methods, there may be additional Agency specific tests and contract administration or quality assurance procedures, not specifically covered in the TTQP Qualification, that the technician will be required by that Agency to demonstrate proficiency in. The technician should be aware that, non-WAQTC Agencies may or may not accept any of these Certifications. Each individual should verify specific Agency requirements prior to seeking employment.

If an Agency does not require a technician to successfully complete the examination requirements for all test methods contained under a Qualification module, as defined in this manual, that person will not be considered Qualified under the TTQP in that module. A technician must successfully complete the additional exam requirements prior to obtaining WAQTC-wide Certification. Any Certification obtained in this manner will expire, on the last day of the month in which the initial exam portion was successfully completed, a maximum of five (5) years after that initial exam.

PARTICIPANT REQUESTING RECIPROCITY FROM ANOTHER AGENCY IN WAQTC

It is the responsibility of WAQTC certification holders to submit the required documents each time they re-qualify through that member agency. Reciprocity will become effective when the certification is verified and will coincide with the individual’s originating agency certification expiration date.

Submit required documents for verification to:

MDT Materials Training Specialist
Montana Department of Transportation
mminer@mt.gov

DISCLAIMERS

Certification of an individual by the TTQP indicates only that the individual has demonstrated a certain level of competence on a written and/or performance examination in a selected field of activity.

Members of the WAQTC that are also contracting Agencies may require certification of individuals performing activities specified in work contracts or other activities.

Each individual or organization using individuals with certifications must make its own independent judgment of the overall competence of those individuals. The WAQTC specifically disclaims any responsibility for the actions, or the failure to act, of individuals who have received certifications

through the TTQP.

CANDIDATES WITH DISABILITIES

Persons with disabilities and those who have special needs should notify the MDT Materials Training Specialist at the time of registration so that appropriate accommodations can be made.

SAMPLING AND TESTING QUALIFICATIONS

Aggregate Testing Technician	AgTT
Asphalt Testing Technician I	AsTT
Asphalt Testing Technician II	AsTT II
Concrete Testing Technician	CTT
Density Testing Technician	DTT
Embankment and Base Testing Technician	EBTT
Embankment and Base/In-Place Density Testing Technician	EB/DTT

MDT Field Tech Qualification includes:

R 90 Aggregate sampling	R 76 Reduction to test size
T27/ T11 Sieve analysis & Wash	T 310 Nuclear density testing
R 66 Sampling of asphalt binder	T 30 Extracted Aggregate sieve analysis
T 255/ T 265 Moisture determination of Aggregate & Soils	

QUALIFICATION PROCESS

A technician may obtain certification by either of the following methods:

Method I

- ❖ Meet any applicable prerequisites for obtaining the Certification.
- ❖ Submit the registration form, Rights and Responsibilities Agreement, documentation of applicable prerequisites, and any applicable fee to MDT to secure a position in an upcoming course and examination.
- ❖ Attend the appropriate Qualification course in its entirety.
- ❖ Successfully pass the written and performance examinations.

Method II

If a person is confident of their knowledge and experience in a Qualification subject area he/she may obtain certification in that area, without attending a Qualification course, upon successfully completing the written and performance examination requirements as defined under each Qualification section. This alternate method of obtaining certification is subject to the limitations set forth elsewhere in this document.

The Qualification process is:

- ❖ Meet applicable prerequisites for obtaining the Certification.
- ❖ Submit the registration form, Rights and Responsibilities Agreement, documentation of applicable prerequisites, and any applicable fee to MDT to secure a position in an upcoming examination.
- ❖ Successfully pass the written and performance examinations.

PROGRAM MANAGEMENT

CERTIFICATION REGISTRATION

To be eligible for Certification each MDT technician must be registered and invited to the appropriate Qualification course by the MDT Materials Training Specialist at least one (1) week prior to the beginning of the Qualification course or examination. Non-MDT technicians must register and pay at least two (2) weeks prior to the beginning of the Qualification course or examination at https://www.mdt.mt.gov/business/contracting/waqtc_search.shtml

OUT-OF-STATE APPLICANTS

The requirements for persons from non-WAQTC member States or Agencies wishing to obtain Certifications under the TTQP will be the same as for those from member States or Agencies. Those holding valid Certifications from other programs and showing proper documentation may be extended Certification by the TTQP if the Certification is judged to offer equal credentials as the TTQP and is approved by the Executive Board.

FEES FOR CERTIFICATION

Non-MDT technicians must register and pay at least two (2) weeks prior to the beginning of the Qualification course or examination to the sum of \$200 per person per Qualification course or examination. [ONLINE/REGISTRATIONLINK](#)

RIGHTS AND RESPONSIBILITIES AGREEMENT

All Certifications may be contingent upon the technician signing a Rights and Responsibilities Agreement. This agreement will inform the technicians of the rights and responsibilities along with the consequences of the violation of these responsibilities. The technician can submit a signed agreement with their registration for Certification. A copy of the agreement is included in this manual.

CANCELLATION POLICY

The minimum size for a course session and qualification should be eight (8) with no minimum for re-qualification or just the examination process.

If the minimum size is not reached, the course session or examination may be canceled. Sessions or examinations may be canceled for other reasons not specifically stated herein.

Every effort will be made to notify the applicants well in advance if a cancellation is necessary. If a session or examination is canceled, the applicant may either request a refund of any fee or ask that he/she be enrolled in the next available session or examination.

REFUND POLICY

No refund of fees will be made for failure to successfully complete the examination portions of the Qualification proceedings.

Refund requests can be made in the event of a cancellation or inability to attend during the assigned scheduled dates by the applicant. Refunds will be awarded through the electronic payment process for

registration to that account.

Submit refund requests to:

MDT Materials Training Specialist
mminer@mt.gov

EXAMINATION

As part of the Qualification process, each technician will be required to pass both written and performance examinations which are designed to demonstrate both a knowledge and understanding of the test procedures. Written exam Administrators and performance exam Examiners should thoroughly explain to the participants what the exams will entail and the examination rules prior to the beginning of the exams. It is envisioned that multiple examination stations will be required during the performance examination; therefore, there will be multiple Examiners required for the performance portion of the examination. Failure of either the written or performance portions of the Qualification process will require re-examination and a passing grade in the exam(s) failed, if Certification is still desired, subject to the criteria described herein. Once the examination process is started it must be completed for qualification in that course area.

WRITTEN EXAMINATION

The written examination will consist of multiple-choice questions, some of which will require calculations, or true/false questions. All questions require detailed knowledge of the test method procedures and basic reading comprehension.

The examination is closed book which requires that no technical materials or notes be allowed during the examination. Calculations may be required for some questions; therefore, a battery-powered pocket calculator may be brought to the examination. Calculators may not be shared. All written exams will be one (1) hour in length. At the end of the hour all exams and used scratch paper will be collected by the exam Administrator. Scratch paper will be destroyed. Exam scores are to remain confidential. The written exam material is not to be discussed with, or provided to, any unauthorized individual. The exams will be scored immediately and all results and examination materials will be provided to the MDT Materials Training Specialist.

A participant will successfully pass the written examination by meeting the following criteria:

- a. A minimum score of 70 percent on the entire written exam for that Qualification area.
- b. A minimum score of 60 percent on each segment (test method) of the written examination.

PERFORMANCE EXAMINATION

The performance examination may be performed with the procedure open for reference; however, referral to the exam checklist, or any notes or other material reflecting the content of the checklist, by the examinee will not be permitted during the exam. Each procedure will be completed within the time limit designated by MDT for that method. The participant is required to successfully perform all steps of the designated test procedures for the particular Qualification area, with the exception that an examinee may be asked to explain various steps to a procedure in order to reduce the total test time. All test method time limits set by MDT will take into account the reduction of time due to accelerated steps. An individual may be required to verbally describe the procedures for sampling of a material, such as

Sampling Freshly Mixed Concrete, if performance of the method is not practical or feasible.

Judgment will be based on the ability to correctly perform all required procedures for each of the methods based on criteria shown on the performance examination checklists. Omission of one or more of the prescribed procedures will constitute failure of that test method. The inability to complete the test method within the designated time limit will constitute failure of the method. The examinee may perform one repeat trial of a failed method, at the Examiner's convenience, on the day of the exam; however, repeat trials will be allowed in not more than 50 percent of the total test methods in that performance exam. The examinee may request that a different Examiner administer a repeat trial of a failed test method. Failure of any one of the prescribed test methods after second attempt or repeat trial will constitute failure of the performance examination portion of the Qualification process. Scoring of the exam will be on a pass/fail basis.

The performance examination will occur in the direct presence of the Examiner. All steps of the method must be performed, except that certain steps may be accelerated when properly explained to the Examiner.

The Examiner may not respond to questions or assist in the performance of the method. Immediately after completion of the method, the Examiner will tell the individual if he/she has passed or failed that trial. If a failure has occurred, the Examiner will denote which part of the method was performed or described incorrectly. The Examiner will not stop a trial when an error has occurred, nor will he/she in any way signify approval or disapproval. Any disputes will be referred immediately to and reconciled by the course or exam Administrator. The results of the performance examination, as well as all performance examination checklists, will be provided to the MDT Materials Training Specialist

RE-EXAMINATION

Re-examination for both the written and performance exams will be conducted according to the same criteria as the original examinations. The one exception is on the written examination. A participant may be eligible for re-examination subject to other restrictions outlined elsewhere in this manual. The applicant will either make individual arrangements with the Agency for re-examination or apply to take a scheduled exam. Individuals failing either examination the second time will be required to reattend the training course for that Qualification area, if Certification is still desired.

EXAMINATION SECURITY

This policy applies to:

- All written examination materials, including blank exams, completed exams, answer keys, and
- The Examiner's scoring checklist for performance exams.

Personnel involved with Qualification examination must follow the sensitive documents protocol. It is imperative that examination materials are kept secure and confidential at all times. Violation of examination security can compromise the exam and destroy its integrity and validity as a Qualification instrument. The definition of secure in this document implies that materials will be kept under lock and key, except when being utilized in an official manner. At such times as these documents are removed from a locked location, they will remain in the immediate possession and view of the authorized person only and will not be made available for possession or viewing by others.

WRITTEN EXAM RETENTION

After each Qualification examination process, all used exam materials, both passing and failing, will be retained by the MDT Materials Training Specialist for a period of five (5) years and will then be destroyed by shredding or other effective method. During the first year the WAQTC may require that these exams be forwarded to the WAQTC for objective evaluation.

PARTICIPANT QUALIFICATION NOTIFICATION

MDT will notify each participant of successful or unsuccessful completion of the Qualification Requirements on the day of examination or within ten (10) working days of the date of the completion of examination.

MDT's Technician Registry serves as Certification verification for those technicians that are successful in completing the Qualification requirements and provides Certification cards or certificates to identify those individuals that have successfully completed a Qualification area.

https://www.mdt.mt.gov/business/contracting/waqtc_search.shtml

LENGTH OF TECHNICIAN CERTIFICATION

The length of time a technician may remain qualified in any qualification area shall be five (5) years from the date of examination. Technicians may remain qualified in any qualification area provided individuals that are certified in qualification area, successfully pass written exam and demonstrate proficiency to obtain qualification on a five (5) year re-certification cycle. The MDT Field Technician Certification is a one (1) year certification course intended only for new MDT employees and will not be reoffered after certification expires except under extraordinary circumstances.

CERTIFIED TECHNICIAN REGISTRY

Within ten (10) working days after completion of any Qualification proceeding, the Montana Department of Transportation logs each participant that has successfully completed the Qualification requirements on the **Montana WAQTC Registry**, which is linked to the WAQTC Web site. The following information will be logged for each qualified participant:

- A sequential certification number assigned to Montana (120,000 - 139,999)
Note: The number assigned with the first Certification will remain with that employee no matter if additional Certifications are attained through other WAQTC Agencies. Should a technician obtain a Certification in a state other than the one designated by the assigned Certification number, the Agency issuing the additional Certification will notify the Agency where the Certification number originated so that the Certification may be properly registered.
- The successful participant's full name
- The area in which the Certification is received designated by:

Aggregate	AgTT	Concrete	CTT
Asphalt	AsTT	Embankment & Base	EBTT
Asphalt II	AsTT II	In-Place Density	DTT
Embankment and Base and In-Place Density (combined)			EB/DTT
MDT Field Tech	GEN		
- The month and year of the Certification card expiration. (The day of the month in which the initial exam portion of the Qualification was successfully completed, five (5) years after the initial exam for MDT electronic monitoring system expiration).

COURSE EVALUATIONS

Each participant will be asked to fill out a Course Evaluation. Instructors should stress the importance of thoughtful completion of these forms. These evaluations are used to revise and improve the materials.

PROGRAM REVISIONS / UPDATES

Revisions and updates to the WAQTC TTQP will be delivered to MDT by the end of October each year.

REGISTRATION, POLICIES, AND INFORMATION HANDBOOK

When changes occur during the Revisions / Update cycle to the program or other RP&IH updates are required, the new information will be posted on the MDT Qualified Technicians Web site.

https://www.mdt.mt.gov/business/contracting/waqtc_search.shtml

WAQTC WEBSITE (WWW.WAQTC.ORG)

The WAQTC Web site is intended to provide useful information both to the member Agencies, other Agencies, and the general public about the TTQP and other programs of the WAQTC.

CERTIFICATION RENEWAL POLICY

Certification renewal is required to be completed by the day of the month in which the initial exam portion of the Qualification was successfully completed, the fifth (5) year after the initial exam. The technician is responsible for making arrangements for obtaining his/her applicable Certification renewal and must do so before the expiration date of the Certification. The procedures for Certification renewal are the same as for the initial Certification. Certification refresher courses may be offered; however, it is also the responsibility of the technician to stay abreast of changes to procedures and test methods.

REVOCAION OR SUSPENSION OR DENIAL OF CERTIFICATION

Certifications awarded by the Montana Department Transportation may be revoked at any time by the Agency Qualification Committee (AQC) for just cause. Proposed revocations or denials will be sent to the individual in writing along with the individual's right to appeal the proposed revocation or denial. A proposed revocation is effective upon receipt by the technician and will be affirmed, modified, or vacated following any appeal. The reasons that technicians will be subject to revocation, suspension, or denial of their Certifications are *negligence* or *abuse* of their responsibilities.

MDT may disqualify technicians for other reasons of just cause which may or may not be specifically defined herein following the due process procedures outlined herein.

Negligence is defined as unintentional deviations from approved procedures which may or may not cause erroneous results, MDT testing procedure, or the WAQTC TTQP Program.

The following penalties are guidelines for findings of *negligence*: The first finding of *negligence* will result in corrective action with on the spot training of the infraction, a follow up will be conducted with the *negligent* technician to determine if correction has been made.

A second offense by the *negligent* technician will result in written notification to both the technician and

their supervisor; the third will result in a thirty (30) day suspension of Certification and will require re-attendance of the full qualification course in that area; the fourth will result in a one hundred eighty (180) day suspension of Certification and re-attendance of the full qualification class; and the fifth and final offense will result in permanent revocation of the Certification.

Each offense doesn't have to be the same infraction or in the same testing procedure or qualification area. The AQC may determine at or after the third offense the infractions are considered *abuse*. The AQC may deviate from these penalty guidelines if warranted.

Abuse is defined as intentional deviations from approved procedures, the TTQP Program or falsification/manipulation of test results. The following penalties are guidelines for findings of *abuse*: The first finding of *abuse* will result in a one (1) year suspension to permanent revocation of an individual's Certification. Any subsequent finding of *abuse* will result in that person being ineligible for any future type of TTQP Certification. The AQC may deviate from these penalty guidelines if warranted.

Revocations or suspensions for *negligence* or *abuse* in one Qualification area will be considered revocations or suspensions in all Certifications held by the technician. Such revocations or suspensions will be in effect in all member Agencies of the WAQTC.

It should be noted that if a technician fails to successfully complete Certification renewal in a specialty area, that technician will be considered disqualified in that area only, until the requirements for Certification renewal have been met, subject to the limitations set forth in this document.

Allegations of *negligence* or *abuse* will be made to the AQC in writing. The allegations will contain the name, reporting district/area, and signature of the individual(s) making the allegation. The allegations will be investigated by the AQC. The accused and the individual(s) making the allegation will be given the opportunity to appear before the AQC. All involved parties will be notified in writing of the findings by the AQC. Any warranted penalties will be imposed in accordance with guidance contained herein. Decisions regarding allegations of *negligence* or *abuse* may be appealed in writing to the AQC Chair who will independently consider such written appeals but may rely on the advice and counsel of the AQC and take such action as he/she considers appropriate.

NOTIFICATION OF CERTIFICATION REVOCATION OR SUSPENSION

MDT will notify the other members of the WAQTC, or other participants in the TTQP, of anyone having a Certification revoked or suspended. MDT will remove the Certification expiration date, for all applicable Certifications, from the Qualified Technician Registry immediately upon the revocation or suspension of the Certification(s) as verification to other Agencies of such action.

WAQTC PROGRAM IMPLEMENTATION GUIDELINES

INSTRUCTORS/ TRAINERS

Instructors/ Trainers should meet the following guidelines:

- Experience in the test methods contained in the Certification
- Experience and demonstrated ability in training and communicating with participants
- Exhibition of a positive attitude while interacting with others
- Willingness to uphold the standards set by the WAQTC and to follow the policy guidelines

EXAM ADMINISTRATORS

Individuals administering the written and performance exams must have WAQTC qualification in that qualifying course area with a skill level and ability to demonstrate the methods in that qualifying area.

Exam Administrators (Examiners) must not be a direct supervisor of those being certified, nor must they be related by blood or marriage within the second degree.

WRITTEN EXAM ADMINISTRATORS

Written examiners should meet all the general requirements of an instructor. The examiner should understand the scoring requirements for written exams explained in detail in this document. Examiners must at all times keep exam materials secure. Exam security must be maintained throughout all aspects of the life of exam materials, including:

- reproduction of exam materials;
- storage of blank exam materials and answer keys;
- administering and scoring exams;
- storage of completed exams; and
- destruction of old exam materials

Individuals found violating the security of certification examination will be referred to the AQC for disciplinary action. Actions may include:

- ❖ If the violation is found to be “**negligence**” and the integrity of a test has not been compromised, a written letter from the AQC with a decision will be issued.
- ❖ If the violation is willful or intentional it will fall under “**abuse**” and will cause suspension for a period of time determined by the AQC. The examiner’s supervisor will be notified of the finding of abuse and subsequent suspension in writing.
- ❖ Individuals found in possession of written examination materials with the intent to share or profit from the distribution of these materials may be prosecuted based on the AQC’s decision.

PERFORMANCE EXAM ADMINISTRATORS (PROCTORS)

Examiners conducting Performance exams should meet all the general requirements of an instructor. Examiners must hold a current qualification, in good standing, in the area of the performance exam. Examiners must have experience in the test method (s) they are administering.

Performance examiners should review the Performance Exam documents for allowable time reductions and allowable verbal portions of the performance exam for the qualification area they are about to observe. These instructions contain the following sections:

- Materials preparation: What size and type of sample materials will be needed for the test methods.
- Saving Samples: After the exams are completed what to do with the sample materials.
- Grouping Test methods for Proctor Stations: How to group the test methods and the approximate times involved with the exams.
- Other materials: standard specifications with supplementals, forms, pencil, calculator, etc.
- Proctor instructions: These are the step-by-step instructions to the performance examiner that follow the performance exam numerically. Included are areas where instructions can be given, time has been reduced, and specific questions can be asked. Any test method can also be performed in its entirety.

Individuals that are currently a Proctor and receive a letter of “Neglect” by the AQC must have approval from the AQC to continue to be a Proctor.

Individuals that have had their certifications suspended are not allowed to be a Proctor until their certifications have been reinstated and 5 years have elapsed from the re-instatement date without further incident.

ANNEX A
QUALIFICATION PROCESSES AND MANDATORY TEST METHODS
EXAMINATION PROCESS

The following criteria are common to the examination for each module.

- Written Examination
 - a. Closed Book
 - b. Five (5) questions minimum per test method including multiple choice, true or false, and calculations.
 - c. Written exam must be completed within one hour.
- Performance Examination
 - a. Each participant will demonstrate proficiency in the designated test methods.
 - b. Open procedure, but the Examinee **will not** have access to the performance exam checklist.
 - c. Each procedure must be performed within the time limit set by MDT for that test method.
 - d. The Examinee may be asked to explain various steps to the procedure to reduce the full test time. All test method time limits set by MDT will consider the reduction of time due to accelerated steps.
 - e. Each test method will have a performance exam checklist with a “P” or “F” checked by the Examiner.
- Passing Score - Written/Performance

Written:

 - a. Initial exam (first attempt): An overall score of 70 percent with a minimum of 60 percent on any one test method.
 - b. Re-exam (second attempt):

An initial exam overall score below 70 percent will require a re-exam on all test methods. An initial exam score above 70 percent overall, but below 60 percent on one or more test methods, will require a re-exam on only those test methods.
In the case of one test method comprising the re-exam, the examinee must receive a score of 70 percent.
In the case of more than one test method comprising the re-exam, the examinee must receive an overall score of 70 percent with a minimum of 60 percent on any one test method.

Performance:

All performance checklists must have 100 percent of the blanks checked “P” and each test method must be performed within the designated time limit.
- Re-examination Policy - Written/Performance
 - a. Anyone failing the written examination on the first attempt is required to retake the written examination at the scheduling convenience of MDT, and pass, if Certification by the TTQP is still desired.
 - b. Anyone failing a test method on the performance exam may repeat that trial during the day of

the performance exam. Repeat trials will be allowed in not more than 50 percent of the total test methods in that performance exam. Failure of any one of the prescribed test methods after two trials will constitute failure of the whole performance exam. Anyone failing the performance examination on the first attempt is required to retake the performance examination at the scheduling convenience of MDT, and pass, if Certification by the TTQP is still desired.

- c. Individuals who fail either the performance or written examination must re-attend the training course for that Certification, in addition to passing both exams if Certification is still desired.

Additional examination information can be found in the Program Management section.

AGGREGATE (AGTT) QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS

Aggregate Qualification is designed for those individuals responsible for field sampling and testing of aggregate and bases, asphalt mixtures, or Portland cement concrete. Participants include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

The process for obtaining certification in Aggregate:

- Meet the prerequisites. (see below)
- Pass the written and performance examinations.

Course Length: approximately 2 days

Course Size: 8-15 recommended

Prerequisites for being qualified in Aggregate: None

Recommendation:

- The participant should exhibit basic mathematics and reading comprehension skills.

TEST METHODS FOR AGGREGATE QUALIFICATION

AASHTO/ WAQTC	PROCEDURE	TRAINING Classroom (C) Laboratory (L)	EXAM Written (W) Performance (P)
R 90	Sampling Aggregate Products	C	W, P*
R 76	Reducing Samples of Aggregate to Testing Size	C, L	W, P
T 27/T 11	Sieve Analysis of Fine and Coarse Aggregate Materials Finer Than 75 μm (No. 200) Sieve in Mineral Aggregates by Washing (This is a combined field operating procedure)	C, L	W, P**
T 255	Total Evaporable Moisture Content of Aggregate by Drying	C, L	W, P
T 176	Plastic Fines in Graded Aggregates and Soils by Use of the Sand Equivalent Test	C, L	W, P
T 335	Determining the Percentage of Fracture in Coarse Aggregate	C, L	W, P

* The Examinee will ask to explain the sampling process during this portion of the performance examination.

** Participating WAQTC members will require a written and performance examination on method C, which may require that a technician seeking employment in another Agency will have to demonstrate proficiency in a different method also.

ASPHALT I (ASTT) QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS

Asphalt I Qualification is designed for those individuals responsible for field sampling and testing of asphalt mixtures. Participants include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

The Process for obtaining certification in Asphalt:

- Meet the prerequisites. (see below)
- Pass the written and performance examinations.

Course Length: approximately 3 days

Course Size: 8-15 recommended

Prerequisites for being qualified in Asphalt I: none

Recommendation:

- The participant should exhibit basic mathematics and reading comprehension skills.

TEST METHODS FOR ASPHALT I QUALIFICATION

AASHTO/ WAQTC	PROCEDURE	TRAINING Classroom (C) Laboratory (L)	EXAM Written (W) Performance (P)
R 97	Sampling Asphalt Mixtures	C	W, P*
R 47	Reducing Samples of Asphalt Mixtures to Testing Size	C, L	W, P
R 66	Sampling Asphalt Materials	C	W
T 308	Determining the Asphalt Binder Content of Asphalt Mixtures by the Ignition Method	C	W, P
T 30	Mechanical Analysis of Extracted Aggregate	C, L	W, P
T 209	Theoretical Maximum Specific Gravity (G_{mm}) and Density of Asphalt Mixtures	C, L	W, P
T 166	Bulk Specific Gravity (G_{mb}) of Compacted Asphalt Mixtures Using Saturated Surface-Dry Specimens	C, L	W, P
T 329	Moisture Content of Asphalt Mixtures by Oven Method	C, L	W, P

- * The Examinee may either be asked to physically sample materials or may only be asked to explain the sampling process during this portion of the performance examination.

ASPHALT II (ASTT II) QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS

Asphalt II Qualification is designed for those individuals responsible for field sampling and testing of Asphalt II. Participants include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

The Process for obtaining certification in Asphalt II:

- Meet the prerequisites. (see below)
- Pass the written and performance examinations.

Course Length: approximately 1 day

Course Size: 8-15 recommended

Prerequisites for being qualified in Asphalt II: Materials Lab technician must have completed Asphalt I

Recommendation:

- The participant should exhibit basic mathematics and reading comprehension skills.

TEST METHODS FOR ASPHALT II QUALIFICATION

AASHTO/ WAQTC	PROCEDURE	TRAINING Classroom (C) Laboratory (L)	EXAM Written (W) Performance (P)
T 312	Asphalt Mixture Specimens by Means of the Superpave Gyratory Compactor	C, L	W, P
TM 13	Volumetric Properties of Asphalt Mixtures	C	W, P

CONCRETE (CTT) QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS

Concrete Qualification is designed for those individuals responsible for field sampling and testing of Portland cement concrete. Participants include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

The Process for obtaining certification in Concrete:

- Meet the prerequisites. (see below)
- Pass the written and performance examinations

Course Length: approximately 2 days

Course Size: 8-20 recommended

Prerequisites for being qualified in Concrete: None

Recommendation:

- The participant should exhibit basic mathematics and reading comprehension skills.

Reciprocity

ACI (American Concrete Institute) Certification “Concrete Field Testing Technician Grade 1” (ACI CFT)

- WAQTC recognizes ACI CFT as an equivalent to WAQTC Concrete (CTT). Reciprocity **may be** granted by submitting evidence of a valid ACI certification and a completed Rights and Responsibilities form.
- For individuals requesting to receive a WAQTC certification in Concrete (ACI-CFT) through the ACI reciprocity clause it is recommended that a review of the testing standards listed on the following page occurs. The ACI certification process requires performing ASTM standard test methods. ASTM standards may or may not be the same as the AASHTO and WAQTC standard test methods required by this qualification area.

TEST METHODS FOR CONCRETE QUALIFICATION

AASHTO/ WAQTC	PROCEDURE	TRAINING Classroom (C) Laboratory (L)	EXAM Written (W) Performance (P)
TM 2	Sampling Freshly Mixed Concrete	C	W, P*
T 309	Temperature of Freshly Mixed Portland Cement Concrete	C, L	W, P
T 119	Slump of Hydraulic Cement Concrete	C, L	W, P
T 152	Air Content of Freshly Mixed Concrete by the Pressure Method	C, L	W, P
T 121	Mass per Cubic Meter (Cubic Foot), Yield, and Air Content (Gravimetric) of Concrete	C, L	W, P
T 23	Making and Curing Concrete Test Specimens in the Field	C, L	W, P**

- * The Examinee may either be asked to physically sample materials or may only be asked to explain the sampling process during this portion of the performance examination.
- ** Participating WAQTC members will require a performance examination on one of the two sizes of cylinders, 150 mm (6 in.) or 100 mm (4 in.) diameter, which may require that a technician seeking employment in another Agency will have to demonstrate proficiency in the other size cylinder also.

EMBANKMENT AND IN-PLACE DENSITY (E&B/ID) QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS

Embankment and In-Place Density Qualification is designed for those individuals responsible for field sampling and testing of soils and soil aggregate mixtures. Participants include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

The Process for obtaining certification in Embankment & In-Place Density:

- Meet the prerequisites. (see below)
- Pass the written and performance examinations.

Course Length: approximately 3 days Course Size: 8-15 recommended

Prerequisites for being qualified in Embankment and In-Place Density: Must hold an Approved Certification in Radiation Safety due to the operation of devices containing radioactive material.

Recommendation:

- The participant should exhibit basic mathematics and reading comprehension skills.

TEST METHODS FOR EMBANKMENT AND IN-PLACE DENSITY QUALIFICATION

AASHTO/ WAQTC	PROCEDURE	TRAINING Classroom (C) Laboratory (L)	EXAM Written (W) Performance (P)
T 99	Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop	C, L	W, P**
T 180	Moisture-Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop	C, L	W, P**
R 75	Developing a Family of Curves	C	W, P
T 272	One Point Method for Determining Maximum Dry Density and Optimum Moisture	C, L	W, P**
T 255/T 265	Total Moisture Evaporable Content of Aggregate by Drying / Laboratory Determination of Moisture Content of Soils (This is a combined field operating procedure)	C, L	W, P
T 85	Specific Gravity and Absorption of Coarse Aggregate	C, L	W, P
T 310	In-Place Density and Moisture Content of Soil and Soil Aggregate by Nuclear Methods	C, L	W, P

** Participating WAQTC members will require a performance examination on one of the two methods, AASHTO T 99 and AAASHTO T 180, which may require that a technician seeking employment in another Agency will have to demonstrate proficiency in the other method.

MDT FIELD TECHNICIAN PROCESS FOR MATERIALS TESTING TECHNICIANS

MDT Field Technician (Tech) Qualification is designed for those individuals responsible for field sampling and testing of aggregate for bases, asphalt mixtures, or Portland cement concrete. Embankment/ In-Place Density on soils, soil aggregate mixtures, aggregate products, and asphalt mixtures. Participants include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

The Process for obtaining certification in MDT Field Tech:

- Meet the prerequisites. (see below)
- Pass the written and performance examinations.

Course Length: approximately 3 days Course Size: 8-15 recommended

Prerequisites for being qualified in MDT Field Tech:

- Must hold an Approved Certification in Radiation Safety due to the operation of devices containing radioactive material.

Recommendation:

- The participant should exhibit basic mathematics and reading comprehension skills.

TEST METHODS FOR MDT FIELD TECH QUALIFICATION

AASHTO/ WAQTC	PROCEDURE	TRAINING Classroom (C) Laboratory (L)	EXAM Written (W) Performance (P)
R 90	Sampling Aggregate Products	C	W, P*
R 76	Reducing Samples of Aggregate to Testing Size	C, L	W, P
T 27/T 11	Sieve Analysis of Fine and Coarse Aggregate Materials Finer Than 75 µm (No. 200) Sieve in Mineral Aggregates by Washing (This is a combined field operating procedure)	C, L	W, P**
T 255/T 265	Total Evaporable Moisture Content of Aggregate by Drying /Laboratory Determination of Moisture Content of Soils (This is a combined field operating procedure)	C, L	W, P
T 310	In-Place Density and Moisture Content of Soil and Soil Aggregate by Nuclear Methods	C, L	W, P
R 66	Sampling Asphalt Materials	C	W
T 30	Mechanical Analysis of Extracted Aggregate	C, L	W, P

* The Examinee will be asked to explain the sampling process during this portion of the performance examination.

**Participating WAQTC members will require a written and performance examination on method C.

**ANNEX B
EXAMPLE REGISTRATION FORM AND RIGHTS AND RESPONSIBILITIES AGREEMENT**

**WAQTC TRANSPORTATION TECHNICIAN QUALIFICATION PROGRAM (TTQP)
REGISTRATION**

Registration must be completed electronically by visiting MDT Qualified Technicians website:
https://www.mdt.mt.gov/business/contracting/waqtc_search.shtml on the register and Pay link.

TRANSPORTATION TECHNICIAN QUALIFICATION PROGRAM RIGHTS AND RESPONSIBILITIES AGREEMENT

This document affirms that _____ (*technician's name*), hereinafter the Technician, desires to be Qualified by the Transportation Technician Qualification Program (TTQP) as a _____ (*name of Qualification desired*)

Certification carries inherent rights and responsibilities. These rights include being exclusively sanctioned along with others so Qualified by TTQP to perform sampling, testing, and reporting of test results for quality control and quality assurance programs. These responsibilities include performing and reporting tests with the accuracy and precision expected of the Technician in accordance with the required test procedures. By signing this document, the Technician agrees to abide by all the terms of the TTQP included in the Registration, Policies, and Information Handbook and as set forth by the contracting Agency (MDT).

Findings of **negligence** or **abuse** of these rights and responsibilities will be penalized upon recommendation by the Agency Qualification Committee (AQC) and any appeal to the AQC Chair. Penalties, as prescribed herein, may be assessed for **negligence** or **abuse**.

Negligence is defined as unintentional deviations from approved procedures which may or may not cause erroneous results, MDT testing procedure or the WAQTC TTQP Program.

Abuse is defined as intentional deviations from approved procedures, the TTQP Program or falsification/ manipulation of test results.

The following penalties are guidelines for findings of **negligence and** of **abuse**: Offenses and findings for disciplinary action are outlined in the Registration, Policies, and Information Handbook section REVOCATION OR SUSPENSION OR DENIAL OF CERTIFICATION

Each offense doesn't have to be the same infraction or in the same testing procedure or qualification area. The AQC may deviate from these penalty guidelines if warranted.

Revocations or suspensions for **abuse** in any Qualification area will be considered revocations or suspensions in all Certifications held by the technician also revocations or suspensions will be in effect in all member Agencies of the WAQTC.

The Technician should also be aware that both State and Federal laws may govern construction projects, including Title 18, United States Code, Section 1020, that in brief states that anyone making falsifications on Federal-aid projects,

"Shall be fined not more than \$10,000 or imprisoned not more than five years, or both."

I, _____, have read, understand, and agree to abide by the rights, responsibilities, and penalties associated with receipt of this **Certification**.

Signature

Date