**Inspector Qualification Registration** ITD 2905 (Rev. 12-13)

 itd.idaho.gov

**A completed and signed page 2 must accompany this form.**

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| Name | Home Telephone Number |
|       |       |
| Address | City | State | Zip Code |
|       |       |    |       |
| ITD Employee Number | Last 4 Digits of Social Security Number (Non-ITD Employee) | Current Job Classification | Current IQP Number |
|       |       |       |       |
| Do you hold an Engineering or Construction Management Degree? | If Yes, What University? |
| [ ]  Yes [ ]  No |       |
| Employer | Employer's Telephone Number |
|       |       |
| Employer's Address | City | State | Zip Code |
|  |       |    |       |

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| Mark the Desired Qualification Area and Appropriate Price (Only One Qualification Area per Registration Form) |
| **[ ]**  Contract Administration  | Course & Exam [ ]  $240.00 | Exam only [ ]  $100.00 |
| [ ]  Earthwork and Base  | Course & Exam [ ]  $240.00 | Exam only [ ]  $100.00 |
| [ ]  Surface Treatment & Plant Mix Pavement  | Course & Exam [ ]  $240.00 | Exam only [ ]  $100.00 |
| [ ]  Concrete and Structures  | Course & Exam [ ]  $240.00 | Exam only [ ]  $100.00 |
| [ ]  Traffic Construction Inspection  | Course & Exam [ ]  $240.00 | Exam only [ ]  $100.00 |
| [ ]  Environmental (NPDES/Storm Water) Initial Qualification  | Course & Exam [ ]  $600.00 | Reciprocity WPCM [ ]  No charge |
| [ ]  Environmental (NPDES/Storm Water) Requalification  | Course & Exam [ ]  $100.00 | n/a |
| [ ]  Environmental (Wetlands/404 Permitting) Initial Qualification  | Course & Exam [ ]  $300.00 | n/a |
| [ ]  Environmental (Wetlands/404 Permitting) Requalification  | Course & Exam [ ]  $100.00 | n/a |
| [ ]  Environmental (Cultural Resources/Archaeological Clearance) Initial Qualification and Requalification  | Course & Exam [ ]  $100.00 | n/a |
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Inspectors seeking qualification in one of the designated specialties should consult the Idaho Transportation Department's Contract Administration Manual, Section 114, for qualification criteria, other policies/requirements, and general information.

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| A check or money order should be made payable to the Idaho Transportation Department and should note the requested qualification area and participant's name. At least two (2) weeks prior to the start of the course or exam, mail the required documents to the appropriate ITD address below that is presenting the Qualification Course or Exam. |
| ITD District 1600 W PrairieCoeur d'Alene, ID 83815 | ITD District 2PO Box 837Lewiston, ID 83501 | ITD District 3PO Box 8028Boise, ID 83707 |
|  |  |  |
| ITD District 4PO Box 2-AShoshone, ID 83352 | ITD District 5PO Box 4700Pocatello, ID 83205 | ITD District 6PO Box 97Rigby, ID 83442 |
|  |  |  |
| [ ]  Passed Qualification Exam Process[ ]  Failed Qualification Exam Process | **IQP Number** | **IQP Chair or Delegate Signature** |
|  |  |

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 **Rights and Responsibilities Agreement**

I,       , hereinafter designated as the Inspector, affirm that I will uphold the ITD Inspector Qualification Program (IQP) rights and responsibilities for

the       Qualification Area.

**Qualification** carries inherent rights and responsibilities. The rights include being exclusively sanctioned along with others so qualified by the Inspector Qualification Program to perform inspections on construction projects as part of the Idaho Transportation Department's quality assurance programs. The responsibilities include performing inspections with accuracy and precision. By signing this document, the Inspector agrees to abide by all of the terms of the Inspector Qualification Program.

Findings of **negligence or abuse** of these rights and responsibilities will be penalized upon recommendation by the Inspector Qualification Program Committee (IQPC) and any appeal to the IQPC Chair. Inspector abuse or negligence penalties may be assessed as follows:

* **Negligence** is defined as unintentional deviations from approved procedures that may or may not cause erroneous results. The first finding of negligence will result in a letter of reprimand being sent to both the employee and the employer; the second will result in a thirty (30) day suspension of Qualification; the third will result in a one hundred eighty (180) day suspension of Qualification; and the fourth will result in permanent suspension of Qualification.
* **Abuse** is defined as intentional deviations from approved procedures. The first finding of abuse will result in a one (1) year suspension to permanent revocation of an individual's Qualification and any subsequent finding of abuse will result in permanent revocation of Qualification.
* Findings of **negligence** or **abuse** by ITD employees will result in the institution of disciplinary proceedings. The disciplinary procedure may result in actions up to, and including, termination, as outlined in the ITD Human Resource Manual, Chapter 13.

Revocation or suspension of one Qualification will be considered a revocation or suspension of all Qualifications held by the Inspector. Permanent revocation of Qualification will result in that person being ineligible for any ITD Inspector Qualification.

The Inspector 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 **Qualification**.

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| Signature | Date |
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