

SECTION 114 - SAMPLER/TESTER AND INSPECTOR QUALIFICATION

114.00 General. The Division of Highways Inspector Qualification Program (IQP) meets the Idaho Transportation Department (ITD) mission and the Code of Federal Regulations. The IQP consists of two parts: (1) sampler/tester qualification, and (2) inspector qualification. The overall objective is to provide qualified personnel to perform sampling, testing, and inspection on all ITD construction projects.

114.01 Sampler/Tester Qualification Criteria. Sampler/Tester personnel must be qualified in accordance with ITD's Sampler Tester Qualification Program (STQP) and the Western Alliance for Quality Transportation Construction (WAQTC) guidelines before performing any sampling and testing on ITD construction projects. The STQP/WAQTC guidelines are located in the [STQP/WAQTC Registration, Policies, and Information Handbook \(RP&IH\)](#), Idaho version. A copy of the RP&IH can be obtained from the Training & Development Section, one of the district trainers, or it may be downloaded from the Idaho Transportation Department's [Inspector and Technician Qualification Information and Registry](#) website.

The [Inspector and Technician Qualification Information and Registry](#) website also has Sampler/Tester qualification definitions, and individual personnel qualification registry and expiration dates.

114.02 Inspector Qualification Criteria. ITD construction project inspectors are classified as either **Professional or Technical**.

- **Professional Inspectors** either have a bachelor's degree or above in Civil Engineering and/or an engineering license, or a bachelor's degree or above in Construction Management. They are exempt from the Sampler/Tester (WAQTC) prerequisites under the inspector qualification criteria.
- **Technical Inspectors** are all other individuals who do not qualify for the Professional Inspector category. **Technical Inspectors are required to be Sampler/Tester (WAQTC) qualified in the corresponding qualification area(s).**

Further breakdown by ITD employee job classification is as follows:

- Manager 1/Technical Engineer 2 and above: Exempt from this process.
- Technical Engineer1 and Transportation Staff Engineer (TSE): Exempt from Sampler/Tester (WAQTC) requirements per the Professional Inspector definition above.
- Transportation Staff Engineer Assistant (TSEA) with a Construction Management degree: Exempt from Sampler/Tester (WAQTC) requirements per Professional Inspector definition above.

- Transportation Staff Engineer Assistant (TSEA) without a Construction Management degree, Transportation Technician Principal (TTP), Transportation Technician Senior (TTS), Transportation Technician (TT), and Transportation Technician Apprentice (TTA): See Technical Inspector definition above. These classifications must, at some point, have been Sampler/Tester (WAQTC) qualified in the corresponding Qualification Areas. However, the employee's Sampler/Tester Qualifications do not have to be current to perform inspections.

To become a qualified Inspector in the Contract Administration, Earthwork and Base, Surface Treatment and Plant mix Pavement, Concrete and Structures, and Traffic Construction Inspection Qualification Areas, the applicant may choose to complete the qualification process by either the Course and Exam Method or Exam Only Method described below.

Managers (at their discretion) may require any and all employees to complete the qualification process by the Course and Exam Method only.

The use of electronic devices (including smart phones) will not be allowed during qualification exams, except that basic hand-held calculators may be used as needed.

To become a qualified Inspector in the Environmental NPDES/Storm Water Qualification Area, the applicant must complete the qualification process through the Course and Exam Method only.

Course and Exam Method. The applicant must:

- Hold the Sampler/Tester (WAQTC) qualification for the corresponding Inspector Qualification Area, unless exempt.
- Attend the entire Qualification Area course.
- Pass the written examination (80% minimum score). Failure to pass the Qualification Area written exam will require the applicant to retake the entire qualification course.

Exam Only Method. The applicant must:

- Hold the Sampler/Tester (WAQTC) qualification for the corresponding Inspector Qualification Area, unless exempt.
- Pass the written examination (80% minimum score). Failure to pass the written exam will require the applicant to either take the entire qualification course or wait 30 calendar days, and then retake the exam.

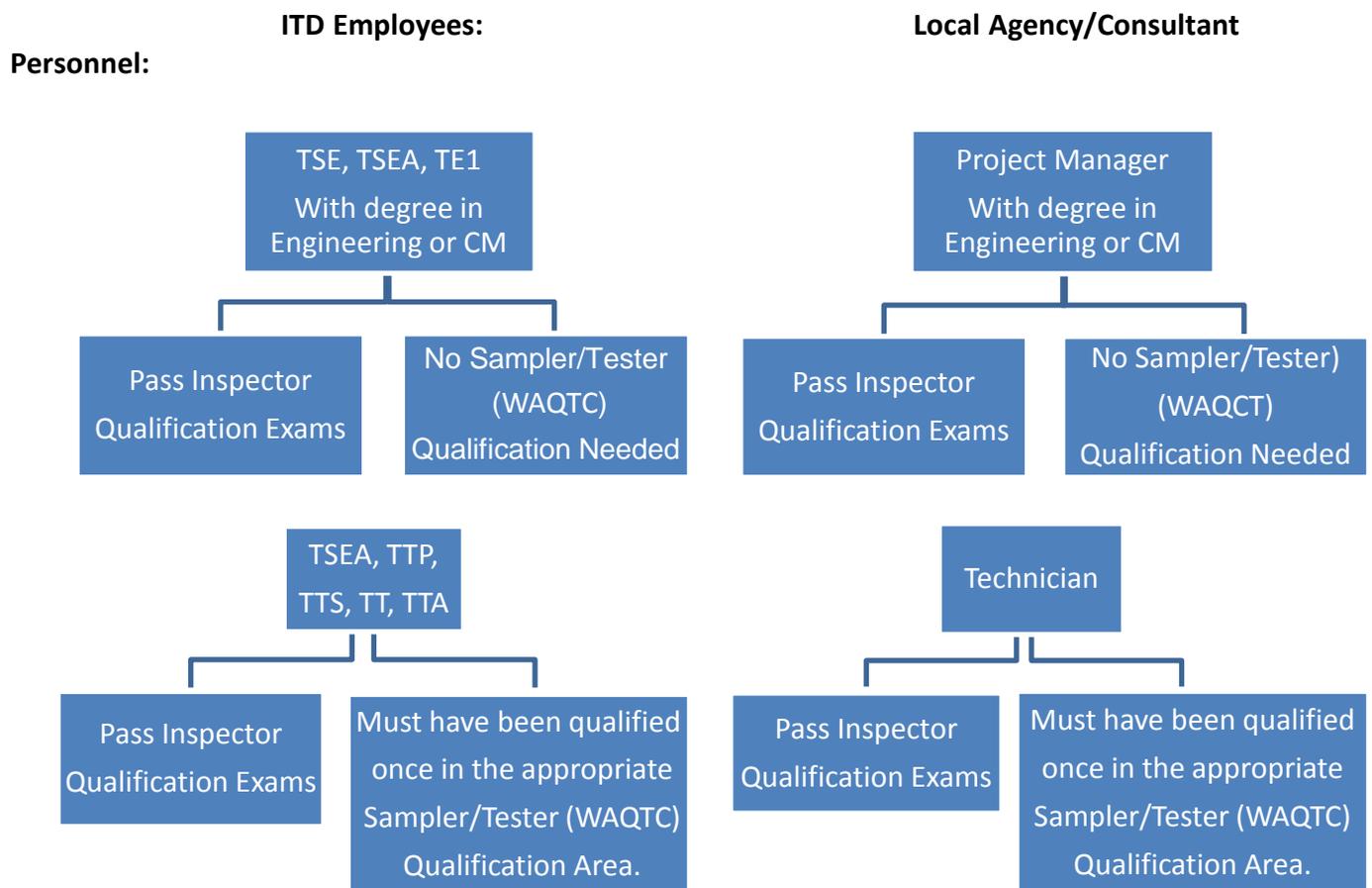
Qualification Criteria Flow Chart.

SAMPLER/TESTER QUALIFICATION

All individuals that sample or test must be qualified.

INSPECTOR QUALIFICATION

Individuals that perform Inspections on ITD construction projects:



114.03 Inspector Qualification Areas. A minimum competency level in the following Qualification Areas is required before performing inspections in that area.

As noted below, each Qualification Area references material from the ITD Standard Specifications for Highway Construction, the corresponding WAQTC qualification areas, the Contract Administration Manual, and the Quality Assurance Manual.

Qualification Area	Standard Specifications for Highway Construction	Other Information
Contract Administration	Section 100	CA Manual Section 104 through 115
Earthwork and Base	Sections 200, 300, and applicable parts of 600	Corresponding CA and QA Manual sections. Technical Requirements: Sampler Tester AgTT & EbTT
Surface Treatment and Plant Mix Pavement	Section 400	Corresponding CA and QA Manual sections. Technical Requirements: Sampler Tester AgTT & AsTT or AsTT2
Concrete and Structures	Sections 400, 500, and applicable parts of 600	Corresponding CA and QA Manual sections. Technical Requirements: Sampler Tester AgTT & CTT or ACI-CFT
Traffic Construction Inspection	Applicable parts of Section 600	Corresponding QA Manual sections. CA Manual Section 616 through 619 and 656
Environmental NPDES/Storm Water ¹	Applicable parts of Section 100 and 200.	ITD Stormwater Website

NOTE: ¹ Initial course length is 24 hours; requalification course length is 8 hours.

114.04 Examination Process. To qualify, applicants are required to pass a written examination for the corresponding Qualification Area to demonstrate both a knowledge and understanding of the inspection policies and procedures.

Applicants must pass the written examination by scoring a minimum of 80% on the entire written exam for each Qualification Area.

Individuals who fail the examination will be required to wait 30 calendar days before retesting, or they can attend the training course and re-take the Qualification Area examination without waiting 30 calendar days. It is strongly recommended that hands-on training and practice be done during the 30-

day waiting period. The full fee will be charged each time a Qualification Area course and/or written examination is taken.

Written Examination. The Exam Administrator should thoroughly explain to the participants what the exam(s) will entail (including the examination rules) before the exam(s) begins.

The examination is open book and timed, with multiple choice questions (some require calculations) or true/false questions. All exams require detailed knowledge of ITD's Standard Specifications For Highway Construction, the Contract Administration Manual, and the Quality Assurance Manual. The Environmental NPDES/Stormwater qualification exam will also be based on other source materials.

The applicant is required to bring the resource materials needed to complete the examination, No. 2 pencils and erasers, and clean scratch paper, if desired. Some questions require calculations, so a basic hand-held calculator will be allowed. However, calculators may not be shared and the use of smart phones will not be allowed.

The Exam Administrator will collect all exams and used scratch paper at the end of the exam. The Exam Administrator will destroy the scratch paper.

The written exam material will not be discussed with, or provided to, any unauthorized individual.

Exam scores will remain confidential.

Participant Notification. Applicants will be notified of exam outcome(s) within ten (10) work days of the examination completion date. If applicable, the re-examination procedure will also be explained to unsuccessful applicants. (Also see Subsection 114.06, Qualified Inspector Registry.)

114.05 Qualification Area Course Registration. Each applicant must submit the following at least two (2) weeks before starting the Qualification Area course and/or exam process:

- A completed [ITD 2905, Inspector Qualification Registration](#) form.
- A completed, signed and dated Right and Responsibilities Agreement ([ITD 2905](#)). The agreement informs the applicant of their rights and responsibilities, along with the consequences if the responsibilities are violated.
- A check to cover any applicable fee. The fee schedule is on the Inspector Qualification Registration form.
- Any other required documentation.

Cancellation Policy. The qualification venue will set the minimum class size for each course or examination. If the minimum size is not reached, the course or examination may be canceled. Courses or examinations may also be canceled for other reasons that have not been specifically stated. Every effort will be made to notify the applicants well in advance if a cancellation is necessary. If a course or examination is canceled, the applicant may either request a refund of the pre-paid fee, or ask to be enrolled in the next available course or examination.

Refund Policy. Cancellation by the candidate within seven (7) work days of the qualification course date (without their class slot being filled) will result in 50% of the fee being refunded. If their class slot can be filled, 85% of the fee will be refunded (15% will be retained to cover administrative costs).

An unforeseen emergency during the qualification course or exam will result in no refund of fees, but the candidate can retake the course or examination, whichever is applicable, at a later date with an additional fee of 15% of the course and/or exam fee to cover administration costs.

No fee refund will be made for failure to pass the examination portion of the qualification process.

114.06 Qualified Inspector Registry. The ITD Training & Development unit will log the successful applicants on the [Inspector and Technician Qualification Information and Registry](#) located on the ITD webpage within ten (10) work days after qualification exam completion.

The logged information will include:

- A unique qualification number
- The successful applicant's full name
- The Qualification Area as designated by:
 - Contract Administration (C.A.)
 - Earthwork & Base E.& B.
 - Surface Treatment & Plant Mix Pavement S.T. & P.P.
 - Concrete & Structures C. & S.
 - Traffic Construction Inspection T. C.
 - Environmental NPDES/Stormwater E. npdes

114.07 Qualification Renewal Policy. Interim or qualification refresher courses may be offered, but the inspector is ultimately responsible for staying abreast of source document, policy and procedural changes.

Inspector qualification renewal is required after five (5) years by the last day of the month when the qualification was completed, for all courses with the exception of the NPDES/Stormwater course, which will require a refresher with frequency to be determined by the ITD Environmental Services Manager. The qualification renewal procedures are the same as for the initial qualification. The inspector is responsible for arranging to obtain his/her applicable qualification renewal, and must do so before the qualification expiration date.

An inspector that fails to successfully complete a qualification renewal in a specific Qualification Area will be considered disqualified in that area only, until the qualification renewal requirements have been successfully met, subject to the limitations set forth in this document.

The renewal process (including the 30-day waiting period or taking the corresponding qualification course) will be the same as for the initial qualification process, for those failing to pass a written exam on the first attempt.

114.08 Inspector Qualification Program Management. The Inspector Qualification Program (IQP) is administered by the ITD Construction/Materials Section. The Inspector Qualification Program Committee (IQPC), under the guidance of the ITD Construction/Materials Engineer, oversees the IQP.

IQP Web Page. The [IQP web page](#) is intended to provide useful information to other agencies and the public about the IQP. The ITD Construction/Materials Section and/or the Training & Development Section will attempt to keep all information up to date in accordance with the guidelines set forth in this document. An [IQP web page](#) link is also provided on the ITD web site.

Program Revisions/Updates. Revisions and updates to the IQP will be recommended to the ITD Construction/Materials Section based upon participant comments, and changes to the source documents and/or ITD policies and procedures. The IQPC will meet when required, to consider proposed revisions/updates. Suggestions and comments, in addition to those received from course evaluation forms, must be provided in writing to the committee for consideration. The revisions or updates that are adopted by the committee will then be incorporated into the master copy of the appropriate course material, or other documents, by October 15 of the year in which the revision/change has been adopted.

Program Review. The IQPC and/or the ITD Construction/Materials Section will conduct reviews as necessary to maintain program consistency.

114.09 Inspector Qualification Revocation. Inspector qualifications may be revoked at any time by the Inspector Qualification Program Committee (IQPC) for just cause reasons such as **negligence** or **abuse** of the inspector's responsibilities, or ITD may also disqualify inspectors for other reasons that may or may not be specifically defined herein following the due process procedures.

Negligence is defined as unintentional deviations from approved procedures that may or may not cause erroneous results/documentation. The IQPC may deviate from the following penalty guidelines for findings of negligence, if warranted.

Findings of negligence may result in a letter of reprimand being sent to both the employee and the employer.

Further findings of negligence may be considered as abuse.

Abuse is defined as intentional deviations from approved procedures. The IQPC may deviate from the following penalty guidelines for findings of abuse, if warranted.

The first finding of abuse may result in up to a one hundred eighty (180) day suspension of all qualifications.

The second finding of abuse may result in a minimum one (1) year suspension of all qualifications.

Any subsequent finding of abuse may result in permanent revocation of all qualifications.

Allegations of negligence or abuse must be made to the IQPC in writing. The allegations must contain the name, address, and signature of the individual(s) making the allegation. The allegations will be investigated by the IQPC. The accused and the individual(s) making the allegation will be given the opportunity to appear before the IQPC.

All involved parties will be notified in writing of the IQPC findings. Any warranted penalties will be imposed in accordance with guidance contained herein.

Decisions regarding allegations of negligence or abuse will be sent to the individual in writing by registered letter along with the individual's right to appeal the revocation. The individual may submit an appeal in writing to the IQPC Chair, who independently considers such written appeals. The IQPC Chair may also rely on the advice and counsel of the IQPC, and take such action as he/she considers appropriate.

A revocation is effective upon receipt by the inspector, and will be affirmed, modified, or vacated following any appeal. Revocations or suspensions for negligence or abuse in one Qualification Area will be considered revocations or suspensions of all Qualification Areas held by the inspector.

Findings of **negligence** or **abuse** by ITD employees will result in progressive disciplinary action up to and including termination, as outlined in the [ITD Employee Policy & Procedure Handbook](#).

114.10 Examination Materials Security. This policy applies to all written examination materials, including blank exams, completed exams, and answer keys.

The examination materials must be kept secure and confidential at all times.

The examination materials must be kept under lock and key, except when utilized in an official manner and only by those having authority. Personnel involved with qualification examinations should attend an IQP orientation session conducted by the ITD Construction/Materials Section or a designee. Examination security violations can compromise the exam, and destroy the exam's integrity and validity as a qualification instrument.

Exam security must be maintained during:

- New exam or question development and validation
- Exam materials reproduction

- Blank exam materials and answer key storage
- Administering and scoring exams
- Completed exam storage
- Old exam materials destruction

When the documents are removed from a locked location, the documents must remain in the authorized person's immediate possession and view, and not be available for possession or viewing by others.

Access to exam materials and answer keys is limited to the following personnel, when and as needed in carrying out their responsibilities within the qualification process:

- Program administrative personnel performing exam materials inventory, storage, and reproduction.
- Exam administration and scoring by exam administrators and scorers.
- Recording exam results, storing completed exams, and destroying old exams by program administrative personnel.
- Reviewing, assessing, updating, revising, and validating exam materials by selected individuals or subject-matter experts, who have been assigned and authorized by the IQPC.

The consequences for those individuals found violating qualification examination material security may be:

- Written reprimand if the violation is by negligence (as defined above) and a mandatory requirement to attend an IQP orientation, or
- Banning from any future IQP association, if the violation is willful or intentional.

Written Examination Retention. All registration forms, Rights and Responsibilities Agreements, exams, and course evaluation forms will be sent in a confidential envelope to the ITD Construction/Materials Section no later the two (2) work days after qualification exam completion.

All used exam materials, both passing and failing, will be kept secure and confidential by ITD, as described above for a period of one (1) year, and then will be destroyed by shredding or other effective method.

114.11 Instructor Qualifications. All instructors are required to be qualified in the Qualification Area in which they will be instructing. Instructor training will also cover the CA Manual, Section 114 and all qualification process materials.

IQP instructors should meet the following guidelines:

- Extensive inspection experience in the corresponding Qualification Area.
- Experience and demonstrated ability in applicant training and communication.
- Positive attitude exhibited while interacting with others.

- A willingness to uphold the high standards set by the IQPC, and to follow the policy guidelines.

114.12 Course or Exam Administrator and Scorer Qualifications. Only individuals who are approved by the IQPC should administer or score written exams.

The same party that administers the written exam is not required to also score the exam. Furthermore, exam administrators should not be in the chain of command of those being qualified, nor should they be related. All exam administrators are required to be qualified in the Qualification Area for the exam they are administering.