Sampler / Tester Qualification Program

REGISTRATION POLICIES & INFORMATION HANDBOOK

Transportation Technician Qualification Program

July 2020
ABOUT THIS HANDBOOK

The Registration, Policies, and Information Handbook (RP&IH) is the program document for Samplers Testers involved in the Idaho Transportation Department’s Sampler Tester Qualification Program (STQP) and WAQTC’s Transportation Technician Qualification Program (TTQP). It is the responsibility of the Sampler Tester to remain up to date on all matters pertaining to the program. If you have questions about the program, contact the appropriate Agency person listed in the RP&IH.

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<th>Description</th>
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<tr>
<td>AgTT</td>
<td>Aggregate Testing Technician</td>
</tr>
<tr>
<td>AKDOT &amp; PF</td>
<td>Alaska Department of Transportation &amp; Public Facilities</td>
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<tr>
<td>AQC</td>
<td>Agency Qualification Committee</td>
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<tr>
<td>AsTT</td>
<td>Asphalt Testing Technician I</td>
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<td>AsTT II</td>
<td>Asphalt Testing Technician II</td>
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<tr>
<td>ACEC of ID</td>
<td>American Council of Engineering Companies of Idaho</td>
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<tr>
<td>CDOT</td>
<td>Colorado Department of Transportation</td>
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<tr>
<td>CFLHD</td>
<td>Central Federal Lands Highway Division</td>
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<tr>
<td>CTT</td>
<td>Concrete Testing Technician</td>
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<tr>
<td>CLTT</td>
<td>Concrete Laboratory Testing Technician</td>
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<tr>
<td>DTT</td>
<td>Density Testing Technician</td>
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<td>EBTT</td>
<td>Embankment and Base Testing Technician</td>
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<td>FHWA</td>
<td>Federal Highway Administration</td>
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<td>FOP</td>
<td>Field Operating Procedures</td>
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<td>HDOT</td>
<td>Hawaii Department of Transportation</td>
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<td>ITD</td>
<td>Idaho Transportation Department</td>
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<td>Laboratory Qualification Program</td>
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<td>Montana Department of Transportation</td>
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<td>Oregon Department of Transportation</td>
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<tr>
<td>QAC</td>
<td>Qualification Advisory Committee</td>
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<td>RP&amp;IH</td>
<td>Registration, Policies, and Information Handbook</td>
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<td>STQP</td>
<td>Sampler Tester Qualification Program</td>
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<td>SPFT</td>
<td>Superpave Field Technician</td>
</tr>
<tr>
<td>SPMDT</td>
<td>Superpave Mix Design Technician</td>
</tr>
<tr>
<td>STQC</td>
<td>Sampler Tester Qualification Committee</td>
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<tr>
<td>TTQP</td>
<td>Transportation Technician Qualification Program</td>
</tr>
<tr>
<td>UDOT</td>
<td>Utah Department of Transportation</td>
</tr>
<tr>
<td>WAQTC</td>
<td>Western Alliance for Quality Transportation Construction</td>
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<td>WFLHD</td>
<td>Western Federal Lands Highway Division</td>
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<td>WSDOT</td>
<td>Washington Department of Transportation</td>
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INTRODUCTION
The purpose of the Idaho Transportation Department (ITD) Sampler Tester Qualification Program (STQP) is for conformance to State and Federal requirements that all persons who sample or test for ITD projects will be qualified. Valid Sampler Tester qualification(s) for ITD projects is / are only available through this program. The ITD STQP includes both ITD and Western Alliance for Quality Transportation Construction (WAQTC) qualifications. The details for implementation of the program are contained in this manual.

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, Oregon, Utah, and Washington, and the Western and Central Federal Lands Highway Division (WFLHD and CFLHD) of the Federal Highway Administration. This organization is dedicated to improving the quality of the transportation products and services.

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 identified 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 significant national programs 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
WAQTC ORGANIZATIONAL STRUCTURE

* Executive Board
  o Contributing Member
  o Accredited Contributing Members
  o Advisory member
  o Guest

* Transportation Qualification Program (TTQP) Committees
  o Qualification Advisory Committee (QAC)
  o Agency Qualification Committee (AQC)
    • IN IDAHO, the AQC is called the Sampler Tester Qualification Committee (STQC)

WAQTC 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, Appendix A.

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, Appendix B.

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 Operational Agreement, Appendix B.

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.
The type, size, and makeup of the committee are at the Agency's discretion. Members of the AQC are knowledgeable in the administrative procedures of the TTQP. The AQC may provide comments and suggestions to the QAC, may review, compile, and provide comments obtained from the course evaluations to the QAC, may hear and act on allegations of technician misconduct, or may act upon other such matters required for the efficient operation of the program within the Agency.
ITD’S SAMPLER TESTER QUALIFICATION COMMITTEE (STQC)

The Idaho Transportation Department’s Sampler Tester Qualification Committee (STQC), also known as the
Agency Qualification Committee (AQC), is the Agency level committee that is responsible for oversight of the
STQP, TTQP, and Laboratory Qualification program ensuring both local and region wide consistency in the
implementation of the programs. The committee will be responsible for hearing and acting on allegations of
technician and laboratory misconduct regardless of source or merit. They also may act upon other such matters
required for the efficient operation of both programs. This committee may provide comments and suggestions
to the WAQTC QAC, may review, compile, and provide comments obtained from the course evaluations to the
WAQTC QAC.

This committee will include Individuals from ITD Headquarters, District Materials, and at least one individual
from the consultant community. The Chairman of the committee is an ITD employee.
Members must have both a working knowledge of the test procedures and administrative procedures.

REPRESENTATIVES AND CONTACT POINTS
Sampler Tester Qualification Committee Members (STQC or AQC)

<table>
<thead>
<tr>
<th>John Bilderback ITD</th>
<th>Jeff Miles</th>
<th>LHTAC</th>
<th>Scott Neumann</th>
<th>Poe Asphalt</th>
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<tbody>
<tr>
<td>CHAIRMAN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(208) 334-8426</td>
<td>(208)344-0565</td>
<td></td>
<td>(208) 305-9188</td>
<td></td>
</tr>
<tr>
<td>Jason Armstrong ITD</td>
<td>Tim Morgan</td>
<td>MTI</td>
<td>Michael Copeland</td>
<td>ITD</td>
</tr>
<tr>
<td>(208) 799-4219</td>
<td>(208) 376-4748</td>
<td></td>
<td>(208) 334-8446</td>
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REPRESENTATIVES AND CONTACT POINTS
WAQTC Executive Committee (Contributing Members)

<table>
<thead>
<tr>
<th>Michael San Angelo - AKDOT&amp;PF</th>
<th>Oak Metcalfe – MDT</th>
</tr>
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<tbody>
<tr>
<td><a href="mailto:Michael_SanAngelo@dot.state.ak.us">Michael_SanAngelo@dot.state.ak.us</a></td>
<td><a href="mailto:rmetcalfe@mt.gov">rmetcalfe@mt.gov</a></td>
</tr>
<tr>
<td>Mike Voth – CFLHD</td>
<td>Larry Ilg– ODOT</td>
</tr>
<tr>
<td><a href="mailto:Michael.voth@fhwa.dot.gov">Michael.voth@fhwa.dot.gov</a></td>
<td><a href="mailto:Larry.D.Ilg@odot.state.or.us">Larry.D.Ilg@odot.state.or.us</a></td>
</tr>
<tr>
<td>Craig Wieden – CDOT</td>
<td>Scott Nussbaum - UDOT</td>
</tr>
<tr>
<td><a href="mailto:craig.wieden@state.co.us">craig.wieden@state.co.us</a></td>
<td><a href="mailto:snussbaum@utah.gov">snussbaum@utah.gov</a></td>
</tr>
<tr>
<td>Brian Ikehara – HDOT</td>
<td>Garrett Webster– WSDOT</td>
</tr>
<tr>
<td><a href="mailto:brian.ikehara@hawaii.gov">brian.ikehara@hawaii.gov</a></td>
<td><a href="mailto:WebsteG@wsdot.wa.gov">WebsteG@wsdot.wa.gov</a></td>
</tr>
<tr>
<td>John Bilderback – ITD</td>
<td>Megan Chatfield – WFLHD</td>
</tr>
<tr>
<td><a href="mailto:john.bilderback@itd.idaho.gov">john.bilderback@itd.idaho.gov</a></td>
<td><a href="mailto:megan.chatfield@dot.gov">megan.chatfield@dot.gov</a></td>
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TTQP Contacts

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<thead>
<tr>
<th>State</th>
<th>Agency</th>
<th>Contact</th>
<th>Contact Email</th>
<th>Phone</th>
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<tr>
<td>Alaska</td>
<td>AKDOT&amp;PF</td>
<td>Dan Gettman</td>
<td><a href="mailto:daniel.gettman@alaska.gov">daniel.gettman@alaska.gov</a></td>
<td>(907) 269-6248</td>
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<td>Montana</td>
<td>MDT</td>
<td>Misty Miner</td>
<td><a href="mailto:mmminer@mt.gov">mmminer@mt.gov</a></td>
<td>(406) 233-3607</td>
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<tr>
<td>Colorado</td>
<td>CDOT</td>
<td>Christopher P. Russell</td>
<td><a href="mailto:christopher.russell@state.co.us">christopher.russell@state.co.us</a></td>
<td>(303) 398-6587</td>
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<td>Oregon</td>
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<td></td>
<td></td>
<td>Sean Parker</td>
<td><a href="mailto:sean.p.parker@odot.state.or.us">sean.p.parker@odot.state.or.us</a></td>
<td>(503) 986-6631</td>
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<td></td>
<td>Gilbert Arredondo</td>
<td><a href="mailto:garredondo@utah.gov">garredondo@utah.gov</a></td>
<td>(801) 633-6269</td>
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</tr>
<tr>
<td>Idaho</td>
<td>ITD</td>
<td>Lori Copeland</td>
<td><a href="mailto:Lori.Copeland@itd.idaho.gov">Lori.Copeland@itd.idaho.gov</a></td>
<td>(208) 332-7176</td>
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<td></td>
<td>Washington State</td>
<td>WSDOT</td>
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<tr>
<td></td>
<td></td>
<td>Randy Mawdsley</td>
<td><a href="mailto:MawdslR@wsp.wa.gov">MawdslR@wsp.wa.gov</a></td>
<td>(360) 709-5497</td>
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Current course or qualification information, Qualified Technician and Testing Laboratory Registries, updates, and other useful information can be accessed at: [www.waqtc.org](http://www.waqtc.org)

Or:

Idaho Qualification Registry: [www.itd.idaho.gov/highways/ops/materials/techqual/techqual.asp](http://www.itd.idaho.gov/highways/ops/materials/techqual/techqual.asp)
Idaho Training & Qualification: [www.itd.idaho.gov/Apps/TrainingCalendar/](http://www.itd.idaho.gov/Apps/TrainingCalendar/)

Or:

By contacting the respective Agencies at the listed numbers.
ITD SAMPLER TESTER QUALIFICATION PROGRAM (STQP)

WAQTC TRANSPORTATION TECHNICIAN QUALIFICATION PROGRAM (TTQP)

PURPOSE OF THE ITD STQP

The Idaho Transportation Department’s Sampler Tester Qualification Program was developed in conjunction with WAQTC’s TTQP and follows WAQTC’s administrative guidelines to maintain uniformity in the qualification process. Qualification areas specifically developed for the STQP are recognized as such in this manual. These qualification areas are designated as STQP qualifications and reciprocity with other WAQTC members is not recognized.

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 (CFR) 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 equality 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 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

Sampler / Testers 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 falling under that certification through reciprocity. Individuals requesting reciprocity of WAQTC recognized certifications obtained through other member agencies will be required to complete ITD’s STQP reciprocity process.

Persons holding a valid WAQTC TTQP certification(s) must submit a completed ITD Sampler / Tester (WAQTC) Registration / Rights and Responsibility form (found in this manual) and documentation of that valid qualification. This documentation can be either a copy of a web page or a copy of a qualification card. Make sure the WAQTC certification number assigned by that agency is included on the Registration form. The printed name and signature on the Registration / Rights and Responsibilities form and name on the certification documentation must match exactly.

Mail these documents in an envelope marked “Confidential” to:
    Amanda Regnier, STQC Secretary
    Idaho Transportation Department
    216 S. Date Street, Shoshone, ID 83352
    amanda.regnier@itd.idaho.gov

Upon approval, the requesting party will receive reciprocity for that certification. Reciprocity will become effective when the certification is listed on ITD’s web page (see page 36) and will coincide with the individuals originating agency certification expiration date. It is the responsibility of Sampler / Tester (WAQTC) certification holders to submit the required documents each time they re-qualify through that member agency.
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 TTQP representative at the time of registration so that appropriate accommodations can be made.

WAQTC 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)

ITD STQP SAMPLING AND TESTING QUALIFICATIONS

- Concrete Laboratory testing Technician (CLTT)
- Superpave Field Technician (SPFT) Combined with AsTT to create AsTT II
- Superpave Mix Design Technician (SPMDT) ** Unique qualification process

Refer to Annex A for specific processes and mandatory test methods for each Qualification Area.
QUALIFICATION PROCESS

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

Method I

- Meet any applicable prerequisites for obtaining the Certification.
- Forward the registration form, Rights and Responsibilities Agreement, documentation of applicable prerequisites, and any applicable fee to the appropriate Agency (according to that Agency’s specific guidance) 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.
- Forward the registration form, Rights and Responsibilities Agreement, documentation of applicable prerequisites, and any applicable fee to the appropriate Agency to secure a position in an upcoming examination.
- Successfully pass the written and performance examinations.

Refer to Annex B for an example registration form and Rights and Responsibilities Agreement.
AGGREGATE (AgTT) QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS

Aggregate Qualification is designed for those individuals responsible for field sampling and testing of aggregate for 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 Qualifying in Aggregate:

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

Prerequisites for being qualified in Aggregate: None

Course Length: approximately 5 calendar days

Course Size: 12-15 recommended

Recommendation:

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

TEST METHODS FOR AGGREGATE QUALIFICATION

<table>
<thead>
<tr>
<th>AASHTO/ WAQTC</th>
<th>PROCEDURE</th>
<th>TRAINING</th>
<th>EXAM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Classroom (C)</td>
<td>Laboratory (L)</td>
</tr>
<tr>
<td>R 90</td>
<td>Sampling Aggregate Products</td>
<td>C</td>
<td>W, P*</td>
</tr>
<tr>
<td>R 76</td>
<td>Reducing Samples of Aggregate to Testing Size</td>
<td>C, L</td>
<td>W, P</td>
</tr>
<tr>
<td>T 27/T 11</td>
<td>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)</td>
<td>C, L</td>
<td>W, P**</td>
</tr>
<tr>
<td>T 255</td>
<td>Total Evaporable Moisture Content of Aggregate by Drying</td>
<td>C, L</td>
<td>W, P</td>
</tr>
<tr>
<td>T 176</td>
<td>Plastic Fines in Graded Aggregates and Soils by Use of the Sand Equivalent Test</td>
<td>C, L</td>
<td>W, P</td>
</tr>
<tr>
<td>T 335</td>
<td>Determining the Percentage of Fracture in Coarse Aggregate</td>
<td>C, L</td>
<td>W, P</td>
</tr>
</tbody>
</table>

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

** Participating WAQTC members will require a written and performance examination on one of these three methods (A, B, or 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 Qualifying in Asphalt I:
* Meet the prerequisites (see below)
* Pass the written and performance examinations.

Prerequisites for being qualified in Asphalt: None
Course Length: approximately 5 calendar days
Course Size: 12-15 recommended

Recommendation:
* The participant should exhibit basic mathematics and reading comprehension skills.

TEST METHODS FOR ASPHALT I QUALIFICATION

<table>
<thead>
<tr>
<th>AASHTO/ WAQTC</th>
<th>PROCEDURE</th>
<th>TRAINING Classroom (C) Laboratory (L)</th>
<th>EXAM Written (W) Performance (P)</th>
</tr>
</thead>
<tbody>
<tr>
<td>R 97</td>
<td>Sampling Asphalt Mixtures</td>
<td>C</td>
<td>W, P*</td>
</tr>
<tr>
<td>R 47</td>
<td>Reducing Samples of Asphalt Mixtures to Testing Size</td>
<td>C, L</td>
<td>W, P</td>
</tr>
<tr>
<td>R 66</td>
<td>Sampling Asphalt Materials</td>
<td>C</td>
<td>W</td>
</tr>
<tr>
<td>T 308</td>
<td>Determining the Asphalt Binder Content of Asphalt Mixtures by the Ignition Method</td>
<td>C, L</td>
<td>W, P</td>
</tr>
<tr>
<td>T 30</td>
<td>Mechanical Analysis of Extracted Aggregate</td>
<td>C, L</td>
<td>W, P</td>
</tr>
</tbody>
</table>
| T 209         | Theoretical Maximum Specific Gravity (G_
| T 166         | Bulk Specific Gravity (G_
| 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 Qualifying in Asphalt II:

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

Prerequisites for being qualified in Asphalt II: None

Course Length: approximately 5 calendar days

Course Size: 12-15 recommended

Recommendation:

* The participant should exhibit basic mathematics and reading comprehension skills. Hold the WAQTC Aggregate qualification (AgTT).
# TEST METHODS FOR ASPHALT II QUALIFICATION

<table>
<thead>
<tr>
<th>AASHTO/ WAQTC</th>
<th>PROCEDURE</th>
<th>TRAINING</th>
<th>EXAM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Classroom (C)</td>
<td>Laboratory (L)</td>
</tr>
<tr>
<td>R 97</td>
<td>Sampling Asphalt Mixtures</td>
<td>C</td>
<td>W, P*</td>
</tr>
<tr>
<td>R 47</td>
<td>Reducing Samples of Hot Mix Asphalt (HMA) to Testing Size</td>
<td>C, L</td>
<td>W, P</td>
</tr>
<tr>
<td>R 66</td>
<td>Sampling Asphalt Materials</td>
<td>C</td>
<td>W</td>
</tr>
<tr>
<td>T 308</td>
<td>Determining the Asphalt Binder Content of Asphalt Mixtures by the Ignition Method</td>
<td>C, L</td>
<td>W, P</td>
</tr>
<tr>
<td>T 30</td>
<td>Mechanical Analysis of Extracted Aggregate</td>
<td>C, L</td>
<td>W, P</td>
</tr>
<tr>
<td>T 209</td>
<td>Theoretical Maximum Specific Gravity ($G_{mm}$) and Density of Asphalt Mixtures</td>
<td>C, L</td>
<td>W, P</td>
</tr>
<tr>
<td>T 166</td>
<td>Bulk Specific Gravity ($G_{mobs}$) of Compacted Asphalt Mixtures Using Saturated Surface-Dry Specimens</td>
<td>C, L</td>
<td>W, P</td>
</tr>
<tr>
<td>T 329</td>
<td>Moisture Content of Asphalt Mixtures by Oven Method</td>
<td>C, L</td>
<td>W, P</td>
</tr>
<tr>
<td>T 312</td>
<td>Asphalt Mixture Specimens by Means of the Superpave Gyratory Compactor</td>
<td>C, L</td>
<td>W, P</td>
</tr>
<tr>
<td>TM 13</td>
<td>Volumetric Properties of Asphalt Mixtures</td>
<td>C</td>
<td>W, P</td>
</tr>
</tbody>
</table>

* 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.

** This performance exam is a story problem where all the Superpave volumetric properties must be calculated correctly.
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 Qualifying in Concrete:
- Meet the prerequisites (see below)
- Pass the written and performance examinations

Prerequisites for being qualified in Concrete: None
Course Length: approximately 3 calendar days

Course Size: 20-30 recommended Recommendation:
- The participant should exhibit basic mathematics and reading comprehension skills.

RECIROCITY PROCESS:

American Concrete Institute (ACI) Concrete Field Testing Technician Grade 1

Persons holding a valid ACI certification must submit a completed Sampler Tester (WAQTC) Registration / Rights and Responsibility form (found in this manual) and either their certification number, or, a copy of their ACI certificate or card to the STQC chairman. The printed name and signature on the Registration / Rights and Responsibilities form and name on the certification documentation must match exactly.

Scan all the required documentation and email it to: amanda.regnier@itd.idaho.gov or mail it in an envelope marked “Confidential” to:
Amanda Regnier, STQC Secretary
Idaho Transportation Department, 216 S. Date St. Shoshone, ID 83352

Upon approval, the requesting party will receive a Sampler Tester (WAQTC) certification with an ACI-CFT designator. This certification will become effective when listed on ITD’s web page (see page 36) and will coincide with the individuals ACI certification expiration date.

It is the responsibility of Sampler Tester (WAQTC) certification holders to submit the required documents each time they re-certify through ACI.

It is highly recommended when individuals receive reciprocity they review the testing standards listed on the following page. ACI’s 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. By signing the Rights and Responsibilities Agreement form an individual pledges to follow the applicable AASHTO and WAQTC test methods when sampling or testing on jobsites requiring WAQTC qualifications.
## TEST METHODS FOR CONCRETE QUALIFICATION

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

* 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.) x 300 mm (12 in.) or 100 mm (4 in.) x 200 mm (8 in.), which may require that a technician seeking employment in another Agency will have to demonstrate proficiency in the other size cylinder also.
TTQP EMBANKMENT AND BASE QUALIFICATION PROCESS
FOR MATERIALS TESTING TECHNICIANS

Embankment and Base 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 Qualifying in Embankment and Base:
* Meet the prerequisites. (see below)
* Pass the written and performance examinations.

Prerequisites for being qualified in Embankment and Base: None

Course Length: approximately 5 calendar days
Course Size: 12-15 recommended
Recommendation:
* The participant should exhibit basic mathematics and reading comprehension skills.

TEST METHODS FOR EMBANKMENT AND BASE QUALIFICATION

<table>
<thead>
<tr>
<th>AASHTO/ WAQTC</th>
<th>PROCEDURE</th>
<th>TRAINING Classroom (C) Laboratory (L)</th>
<th>EXAM Written (W) Performance (P)</th>
</tr>
</thead>
<tbody>
<tr>
<td>T 99</td>
<td>Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop</td>
<td>C, L</td>
<td>W, P**</td>
</tr>
<tr>
<td>T 180</td>
<td>Moisture-Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop</td>
<td>C, L</td>
<td>W, P**</td>
</tr>
<tr>
<td>R 75</td>
<td>Developing a Family of Curves</td>
<td>C</td>
<td>W, P</td>
</tr>
<tr>
<td>T 255/T 265</td>
<td>Total Moisture Evaporable Content of Aggregate by Drying / Laboratory Determination of Moisture Content of Soils (This is a combined field operating procedure)</td>
<td>C, L</td>
<td>W, P</td>
</tr>
<tr>
<td>T 85</td>
<td>Specific Gravity and Absorption of Coarse Aggregate</td>
<td>C, L</td>
<td>W, P</td>
</tr>
</tbody>
</table>

**Note:** Course work will also include field use of an Alaska T-12, Washington 606, Idaho T-74, or Western Federal Lands Highway Division HRBB-319 (Humphrys) curve.

**Participating WAQTC members will require a written and performance examination on one of these two methods, which may require that a technician seeking employment in another Agency will have to demonstrate proficiency in the other method also.
IN-PLACE DENSITY (DTT) QUALIFICATION PROCESS
FOR MATERIALS TESTING TECHNICIANS

In-Place Density Qualification is designed for those individuals responsible for field testing for In-Place Density on soils, soil aggregate mixtures, aggregate products, and bituminous mixes. 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 Qualifying in In-Place Density:

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

Prerequisites for being qualified in In-Place Density:

* ITD employees:
  • Must have a valid ITD issued Radiation Safety card before operation of the nuclear density gauge during the classroom training and or qualification / re-qualification process.

* Non ITD employees:
  • As required by the Nuclear Regulatory Commission (NRC), the participant must hold a Certification in Radiation Safety for the operation of devices containing radioactive material. This certification must be NRC compliant and have been approved by the Idaho Transportation Department (ITD).

(A copy must be included with registration submittal.)

Course Length: approximately 5 calendar days

Course Size: 12-15 recommended

Recommendation:

* The participant should exhibit basic mathematics and reading comprehension skills.
## TEST METHODS FOR IN-PLACE DENSITY QUALIFICATION

<table>
<thead>
<tr>
<th>AASHTO/ WAQTC</th>
<th>PROCEDURE</th>
<th>TRAINING</th>
<th>EXAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>T 99</td>
<td>Moisture-Density Relations Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop</td>
<td>Classroom (C) Laboratory (L)</td>
<td>Written (W)</td>
</tr>
<tr>
<td>T 180</td>
<td>Moisture-Density Relations Using a 4.5-4-kg (10-lb) Rammer and a 457-mm (18-in.) Drop</td>
<td>C</td>
<td>W</td>
</tr>
<tr>
<td>R 75</td>
<td>Developing a Family of Curves</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>T 272</td>
<td>One Point Method for Determining Maximum Dry Density and Optimum Moisture</td>
<td>C, L</td>
<td>W, P**</td>
</tr>
<tr>
<td>T 255/T 265</td>
<td>Total Evaporable Moisture Content of Aggregate by Drying /Laboratory Determination of Moisture Content of Soils (This is a combined field operating procedure)</td>
<td>C, L</td>
<td>W, P</td>
</tr>
<tr>
<td>T 85</td>
<td>Specific Gravity and Absorption of Coarse Aggregate</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>T 310</td>
<td>In-Place Density and Moisture Content of Soil and Soil Aggregate by Nuclear Methods</td>
<td>C, L</td>
<td>W, P</td>
</tr>
<tr>
<td>T 209</td>
<td>Theoretical Maximum Specific Gravity ($G_{mm}$) of Asphalt Mixtures</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>T 166</td>
<td>Bulk Specific Gravity ($G_{ab}$) of Compacted Asphalt Mixtures Using Saturated Surface-Dry Specimens</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>T 355</td>
<td>In-Place Density of Asphalt Mixtures by Nuclear Method</td>
<td>C, L</td>
<td>W, P</td>
</tr>
</tbody>
</table>

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

Note: Course work may also include field use of an Alaska T 12, Washington 606, Idaho T 74, or Western Federal Lands Highway Division HRBB 319 (Humphres) curve.
Concrete Laboratory Qualification is designed for those individuals responsible for and testing of compressive strength cylinders. 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 qualifying in Concrete Laboratory (CLTT) is depends upon whether or not the individual is an ITD employee. All individuals must meet the following prerequisite:

**Prerequisites:** All individuals must hold either Concrete (CTT) or American Concrete Institute (ACI) Concrete Field Testing Technician Grade 1 (ACI-CFT) Sampler / Tester qualification. Validity confirmed on ITD’s Sampler / Tester web page.

**ITD Employee Process:**
Pass the written and performance examinations.

Course Length: approximately 4 calendar days
Course Size: 12-15 recommended

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

**NON-ITD EMPLOYEE RECIPROCITY PROCESS:**

**American Concrete Institute (ACI) Strength Testing Technician**

Persons holding a valid ACI certification must meet the perquisite and submit a completed Sampler / Tester (WAQTC) Registration / Rights and Responsibilities form (found in this manual) with either their certification number, or, a copy of their ACI certificate or card to the STQC chairman. The printed name and signature on the Registration / Rights and Responsibilities form and name on the certification documentation must match exactly.

Scan all the required documentation and e mail it to: amanda.regnier@itd.idaho.gov or mail it in an envelope marked “Confidential” to:
  
  Amanda Regnier, STQC Secretary
  Idaho Transportation Department, 216 S. Date Street Shoshone, Idaho 83352

Upon approval, the requesting party will receive a CLTT qualification. This certification will become effective when listed on ITD’s web page (see page 36).

It is the responsibility of Sampler / Tester (WAQTC) certification holders to submit the required documents each time they re-certify through ACI.

It is highly recommended when individuals receive reciprocity they review the testing standards listed on the following page. ACI’s 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. By signing the Rights and Responsibilities Agreement form an individual pledges to follow the applicable AASHTO and WAQTC test methods when sampling or testing on job sites requiring WAQTC qualifications.
## TEST METHODS FOR CONCRETE LABORATORY QUALIFICATION

<table>
<thead>
<tr>
<th>AASHTO / ASTM</th>
<th>PROCEDURE</th>
<th>TRAINING Classroom (C)</th>
<th>Laboratory (L)</th>
<th>EXAM Written (W)</th>
<th>Performance (P)</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 201</td>
<td>Moist Cabinets, Moist Rooms, and Water Storage Tanks Used in Testing of Hydraulic Cements and Concretes</td>
<td>C</td>
<td></td>
<td>W</td>
<td></td>
</tr>
<tr>
<td>T 22</td>
<td>Compressive Strength of Cylindrical Concrete Specimens</td>
<td>C, L</td>
<td></td>
<td>W, P</td>
<td></td>
</tr>
<tr>
<td>T 231</td>
<td>Capping Concrete Test Specimens</td>
<td>C, L</td>
<td></td>
<td>W, P*</td>
<td></td>
</tr>
<tr>
<td>ASTM C 1231</td>
<td>Use of Unbonded Caps in Determination of Compressive Strength of Hardened Concrete Cylinders</td>
<td>C</td>
<td></td>
<td>W, P</td>
<td></td>
</tr>
</tbody>
</table>

* The use of water as a capping media is acceptable for demonstration. Portions of the performance exam are oral.
ITD STQP
SUPERPAVE MIX DESIGN TECHNICIAN CERTIFICATION PROCESS

Super Pave Mix Design Technician (SPMDT) Certification is designed for those individuals responsible for Super Pave mix design development. Participants include contractor personnel, consulting engineering and materials testing firm personnel, and public agency personnel.

INITIAL QUALIFICATION:

Cost per submittal: $1,000.00
This is a two-step process.

STEP #1: Documentation

Submit the following:

a) Registration / Rights and Responsibilities form (found in this manual)
b) Check for $1,000.00 (per submittal) Checks must be made payable to: IDAHO TRANSPORTATION DEPT.
c) Documentation of qualification / certification per the requirements in ITD’s Quality Assurance manual section 260. Also hold Sampler / Tester Certifications in Aggregate (AgTT) and Asphalt II (AsTT II); ITD individual qualifications for AASHTO T 304 (Un-compacted Void Content of Fine Aggregate) and ASTM D 4791(Flat and ElongatedParticles in Coarse Aggregate). All certifications must be in good standing / valid.
Individuals residing outside WAQTC member states holding certifications from other agencies that could be considered equivalent to the required prerequisites must submit documentation to ITD for review. If this documentation proves to be equivalent a letter will be sent directing the requesting party to continue the certification process.
d) Written documentation that verifies both formal and on-the-job education and experience with Super Pave Mix Designs. Formal training includes Asphalt Institute, National Center of Asphalt Technology Mix Design courses or equivalent.
e) A minimum of three (3) Super Pave Mix Designs you have developed and that are signed by you as the designer. These materials must include all worksheets, test data, and other pertinent mix design data per Standard Specification section 405 subsection 405.03. These designs can be no older than two (2) calendar years from the date of submission. These mix designs must be stamped and signed by a licensed engineer.

Submit the above items (electronic copies will not be accepted) by mail in an envelope marked “Confidential” to:
Amanda Regnier STQC Secretary
Idaho Transportation Department
P. O. Box 7129
Boise, ID 83707-1129

Upon receipt of this data, ITD will determine if the requirements of step #1 have been met. At that time, the applicant will be contacted either with directions on how to proceed to step #2 or information or why their application was denied.
STEP #2: Performance

After documentation submitted in step one is reviewed and approved by ITD, each applicant must submit a Job Mix Formula (JMF) for confirmation. ITD will contact the applicant to set up a sample delivery location. The JMF must meet all ITD JMF specifications.

   a) Submit samples of aggregate to ITD for determination of \(G_{ab}\) (course & fine). Once ITD delivers the specific gravity test results to the applicant, the applicant must proceed by submitting the following.

   b) Submit all mix design paperwork, including the JMF, and five (5) blended aggregate samples produced during the design process, asphalt binder, & anti strip. These samples will be used to confirm the applicant’s mix design / JMF volumetric properties including \(G_{mm}\), \(G_{mb}\), & gradation. **Indicate the mass of each sample and its intended use.**

**Evaluation criteria:**

**GRADATION AASHTO T 30:**

<table>
<thead>
<tr>
<th>SIEVE SIZE</th>
<th>TOLERANCE, % (±)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 IN (25 MM)</td>
<td>NO. 4 (4.75 MM)</td>
</tr>
<tr>
<td>NO. 8 (2.36 MM)</td>
<td>NO. 30 (0.60 MM)</td>
</tr>
<tr>
<td>NO. 50 (0.30 MM)</td>
<td>NO. 100 (0.15 MM)</td>
</tr>
<tr>
<td>NO. 200 (0.075 MM)</td>
<td></td>
</tr>
</tbody>
</table>

\[G_{mm}\] AASHTO T209: ±0.024

\[G_{mb}\] AASHTO T166: ±0.017

Upon successful completion of the qualification process, the applicant will receive a “SPMDT” qualification. The initial qualification will include a certificate of qualification. This qualification will become effective when listed on ITD’s Sampler Tester Qualification web page (see page 36).

When the materials submitted above do not confirm the volumetric properties, a second set of 5 samples must be submitted. Failure to confirm the second set of samples constitutes failure of the qualification.

Individuals failing either step in this process a second time will be required to wait 30 calendar days before resubmission. Resubmission must include all the requirements of an initial submission including fees. Additionally, provide written documentation that verifies a formal training course in Super Pave Mix Design has been successfully completed during the time period between submissions.

**RE-QUALIFICATION:**

The re-qualification process is for those individuals that hold a SPMDT certification that is in good standing (i.e., not suspended or expired). Individuals that start the re-qualification process just prior to having an expired certification must be allowed to complete the re-qualification process. However, their certification will expire on their 5-year anniversary date. Their certification will be renewed at the time they successfully complete the re-qualification process.
Submit the following:

* Registration / Rights and Responsibilities form (found in this manual)

* Documentation of qualification / certification per the requirements in ITD’s Quality Assurance manual section 260. Also hold Sampler Tester (WAQTC) Qualifications in Aggregate (AgTT) and Asphalt II (AsTT II); ITD individual Sampler Tester qualifications for AASHTO T 304 (Un-compacted Void Content of Fine Aggregate), ASTM D 4791 (Flat and Elongated Particles in Coarse Aggregate). All qualifications must be in good standing /valid.

* Individuals residing outside WAQTC member states holding qualifications from other agencies that could be considered equivalent to the required prerequisites must submit documentation to ITD for review. If this documentation proves to be equivalent a letter will be sent directing the requesting party to continue the qualification process.

* Two (2) ITD Super Pave Mix Designs that have been confirmed by ITD or, two non-ITD Super Pave Mix Designs with successful test strip data that you have developed and signed as the designer. These materials must include all worksheets, test data, and other pertinent mix design data. These designs can be no older than 3 calendar years from the date of submission. These mix designs must be stamped and signed by a licensed engineer.

Or:

* Meet all the requirements for “Initial Qualification”. When the materials submitted in step #2 do not confirm the volumetric properties, a second set of 5 samples must be submitted. Failure to confirm the second set of samples constitutes failure of the qualification.

Individuals failing either step in this process a second time will be required to wait 30 calendar days before resubmission. Resubmission must include all the requirements of an initial submission including fees. Additionally, provide written documentation that verifies a formal training course in Super Pave Mix Design has been successfully completed during the time period between submissions.

Upon successful completion of the re-qualification process, the applicant s “SPMDT” qualification will be reissued for 5 additional years. This re-qualification will become effective when listed on ITD’s web page.

EXAMINATION ADMINISTRATION

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

* The examination process will be completed within 21 calendar days.
* Written Examination
  a. Closed Book
  b. Five (5) questions minimum per test method including multiple choice, true or false, and calculations. Exams will be either Metric or English depending on agency standards.
  c. Written exam must be completed within the time limit designated by the Agency.
* 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 the Agency 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 the Agency will take into account 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

a. Written Exam (first attempt): An overall score of 70% with a minimum of 60% on any one segment (test method).

Exam (second attempt): A first attempt overall score below 70% will require a second attempt exam on all test methods. A first attempt exam score above 70% overall, but below 60% on one or more test methods; will require a second attempt exam on only those test methods. In the case of one test method comprising the second attempt, the examinee must receive a score of 70%. In the case of more than one test method comprising the second attempt, the examinee must receive an overall score of 70% with a minimum of 60% on any one test method.

b. Performance:

All performance checklists must have 100% of the blanks checked “P” and each test method must be performed within the designated time limit.

a. Written/Performance exams (second attempt)Written:

Examinees failing the first attempt are required to retake and pass the written examination at the scheduling convenience of the Agency/Examiner, if Qualification by the TTQP is still desired. In no case will the written exam be given before the next calendar day.

b. Performance:

Examinees failing any test method on their first attempt will be offered a second attempt, provided that 50% or more of the initial exam test methods were successfully completed. This second attempt will scheduled by the lead examiner to take place on the day of the exam when possible. Failure of any one of the prescribed test methods on the second attempt will constitute failure of the entire performance exam.

c. Examinees failing either the written exam or performance exam on the second attempt will be required to wait 30 calendar days before retesting. This waiting period will be waived if the examinee attends an ITD sponsored or approved training course for that Qualification, if Qualification is still desired. During the 30-day wait it is strongly recommended that hands on training and practice in the qualification area take place.

Additional examination guidance can be found in the Program Management section of the Administrative Manual or the RP&IH.
PROGRAM MANAGEMENT

The Idaho Transportation Department (ITD) through its Sampler Tester Qualification Program sponsors both training and the associated examination sessions.

ITD’s agreement with the American Council of Engineering Companies of Idaho (ACEC of ID) allows examination sessions to be administered to consultant and contractor employees, and general public. Individuals wishing to obtain certification in qualification areas: Aggregate, AgTT; Asphalt, AsTT; Asphalt II, AsTT II; Embankment, EbTT; & In Place Density, DTT; can register for the appropriate examination session at: www.waqtce.accofidaho.org/.

QUALIFICATION REGISTRATION

To be eligible for Certification each technician must complete the appropriate registration form, ITD or ACEC of ID, a signed and dated Rights and Responsibilities Agreement, applicable documentation of prerequisites, and other ITD required information.

For ITD sponsored sessions the Registration form and Rights and Responsibilities Agreement can be found in this document. All required documentation must be transmitted to the appropriate ITD address along with a check for any applicable fee. This documentation must be received by ITD at least two (2) weeks before the beginning of the Certification course or examination process.

For joint ACEC of ID / ITD sponsored examination session’s registration will take place through ACEC of ID’s web site at: www.waqtce.acecofidaho.org/. ACEC of ID’s downloadable Registration form can be found on that site.

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 ITD if the Certification is judged to offer equal credentials as the TTQP and is approved by the WAQTC Executive Board.

FEES FOR QUALIFICATION ITD AND ACEC OF ID

The Idaho Transportation Dept. will assess applicant fees as deemed necessary. The applicant should verify the fees(s), if any, before registration. A fee schedule is located in the center of the applicable registration form, ITD or ACEC of ID. Individuals should include the Sampler Tester (WAQTC) certification requested on the check.

Fees for joint ACEC of ID / ITD Certification sessions see ACEC of ID certification / qualification web site. www.waqtce.acecofidaho.org/
RIGHTS AND RESPONSIBILITIES AGREEMENT

All Certifications will 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 will submit a signed Rights and Responsibilities Agreement with their registration documentation.

ITD CANCELLATION POLICY AND REFUND POLICY

The minimum size for a course session and qualification should be three (3) 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 refund of any fee, or ask that he/she be enrolled in the next available session or examination.

1. Cancellation of the session and or exam process by ITD will result in all fees being refunded.
2. Cancellation by the candidate within seven (7) calendar days (without the session position being filled) will result in 50% of the fees being refunded. If the session position can be filled, 85% of the fees will be refunded (15% will be retained for administrative costs).
3. Unforeseen emergency during the course session or Qualification proceedings will result in no refund of fees but the candidate will be allowed to retake the session or Qualification examinations, whichever is applicable, at a later date with an additional fee of 15% of the course cost.
4. No refund of fees will be made for failure to successfully complete the examination portions of the Qualification proceedings.

ACEC of ID CANCELLATION POLICY AND REFUND

Cancellation and refund of payment for the qualification exam process held by ACEC of ID will follow ITD’s requirements from above unless documented on ACEC of ID’s web page, http://waqtc.acecofidaho.org/.

EXAMINATION PROCESS

Certification requires each sampler / tester (technician) 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 before 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.
The examination process allows a second attempt when either exam is failed initially, subject to the criteria described herein. Once the examination process is started it must be completed within 21 calendar days. If for any reason an examinee decides to excuse themselves from completing the examination process, a signed and dated hand written note should be attached to the registration form stating such. The lead examiner should also sign and date that note.

**Written Examination**

The written examination will consist of multiple choice 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 are allowed in the room 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. Smart phone calculators will not be allowed. The individual must bring No. 2 pencils and erasers and clean scratch paper if desired. All written exams will be administered within a specified time frame which will be consistent within each Agency. At the end of the designated period 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 exam should be scored and the results given to the examinee.

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 ITD 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 the ITD 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 any step of the performance exam check list 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. Examinees failing any test method on their first attempt will be offered a second attempt, provided that 50 percent or more of the initial exam test methods were successfully completed. This second attempt will scheduled by the lead examiner to take place on the day of the exam when possible. 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 during the second attempt 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 designated Agency person no later than the end of the first business day after the exam is given.

**Examinations (Second Attempt)**

Examination second attempts 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. See pages 32 and 33 for detailed information. A participant may be eligible for re-examination subject to other restrictions outlined elsewhere in this manual. The applicant will make arrangements with the agency administering the exam for re-examination. In no case will a written re-examination be given before the next calendar day. Examinees failing either the written exam or performance exam on the second attempt will be required to wait 30 calendar days before retesting. This waiting period will be waived if the examinee attends an ITD sponsored or approved training course for that Qualification area, if Certification is still desired.

**Examination Materials Security**

This policy applies to:

* all written examination materials, including blank exams, completed exams, and answer keys; and
* examiner’s scoring checklist for performance exams.

Personnel involved with Qualification examination must attend an orientation session conducted by a member of the Sampler Tester Qualification Committee or its representative.

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, and only those having authority as described elsewhere in this document have access. 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.
Exam security must be maintained throughout all aspects of life of exam materials, including:

- development and validation of new exams or questions;
- 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

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

- program administrative personnel in the inventory, storage, and reproduction of the exam materials;
- examination Administrators, Scorers, or performance exam Examiners in the administration and scoring of exams;
- program administrative personnel in the recording of exam results, storing completed exams, and destroying old exams; and
- Selected individuals or subject-matter experts who have been assigned and authorized by the WAQTC to review, assess, update, revise, and validate exam materials.

**Retention of Written Examinations**

After each Qualification examination process, all used exam materials, both passing and failing, will be retained, in conformance to guidelines contained in the section entitled Examination Materials Security, by the Agency providing the Qualification examination, for a period of one (1) year and will then be destroyed by shredding or other effective method. During this one year period the WAQTC may require that these exams be forwarded to the WAQTC for objective evaluation.

**PARTICIPANT QUALIFICATION NOTIFICATION (WHEN DO I BECOME QUALIFIED?)**

Confirmation of the certification should be posted on the ITD Sampler Tester web page approximately two (2) Weeks after successful completion of the qualification exam process. Individuals successfully re-certifying should have their existing certification up-dated on the web page within approximately two (2) weeks also.

To confirm a certification, enter either the individual’s last name or WAQTC qualification number in the search box on the following web page: [www.itd.idaho.gov/highways/ops/materials/techqual/techqual.asp](http://www.itd.idaho.gov/highways/ops/materials/techqual/techqual.asp).

All qualifications granted by the Idaho Transportation Department are only in effect when listed on this web page. If the certification is not listed on the web page, the individual should contact the Idaho Transportation Department.

Individuals wishing to receive a certificate of completion may request one be sent via e-mail.
LENGTH OF TECHNICIAN QUALIFICATION

The length of time in which a technician may remain qualified in any qualification area will be set by the qualifying agency (ITD). This time period must be a five (5) year re-certification cycle calculated from the date of the exam. Certification(s) 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. Individuals that are certified by ITD may be required to demonstrate proficiency when requesting reciprocity with an agency using a three year re-certification cycle.

CERTIFIED TECHNICIAN REGISTRY

The Idaho Transportation Department must make available a Certified Sampler Tester / Technician Registry which will contain the following information.

- The successful participant’s full name
- The area in which the Certification is received designated by:
  - Aggregate AgTT Asphalt I AsTT
  - Asphalt II AsTT II Concrete CTT
  - Concrete Laboratory CLTT Embankment & Base EBTT
  - In-Place Density DTT Superpave Mix Design SPMDT
- The month and year of the Certification expiration - (the last day of the month in which the initial exam portion of the Certification was successfully completed, in the fifth (5) year after that initial exam)

COURSE EVALUATIONS

Course evaluations will be obtained for each Qualification course. Instructors should stress the importance of thoughtful completion of these forms. These evaluations are used to revise and improve the materials.

UPDATES TO THE REGISTRATION, POLICIES, AND INFORMATION HANDBOOK

As changes to the program occur or other RP&IH updates are required, the new information will be posted on the ITD’s Qualified / Certified Technician Web site.

It is the responsibility of the Certification holder to keep current on new issues and to provide the ITD’s Division of Highways Training section with address and employer changes as they occur.

PROGRAM REVISIONS / UPDATES

Revisions and updates to the WAQTC TTQP will be delivered to ITD by October 15th each year.
WAQTC WEB SITE (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 last day of the month in which the initial exam portion of the Certification was successfully completed in the fifth (5th) 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. Renewal is the responsibility of the technician. 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.

REVOCATION, SUSPENSION, OR DENIAL OF CERTIFICATION

The Idaho Transportation Department’s (ITD’s) Sampler Tester Qualification Program (STQP) is intended to assure qualified personnel are performing all materials testing on ITD construction projects. Overall guidelines for certification have been adopted from the WAQTC Administrative manual which includes the Transportation Technician Qualification Program (TTQP).

Certifications awarded by ITD may be revoked at any time by the Sampler Tester Qualification Committee (STQC) for just cause. The process for revocation, suspension, or denial will normally start with a written submittal to the STQC Chairman. Such a request should contain information regarding who was involved, when the incident happened (date), what was observed, and the name, address, and telephone number of the individual making the report. The STQC may also start an investigation based on information received in other manners.

Upon receipt of the request for investigation or other information by the STQC chairman, the reporting individual(s) will be contacted. The chairman will give the individual(s) an opportunity to submit additional written documentation regarding the incident if they choose.

The chairman will determine if the individual(s) is/are willing to answer questions regarding the incident that the committee may have.

Within 100 calendar days of receipt of the request for investigation or other information, the STQC will review it for merit. If additional time is needed, the STQC will notify the individual of the delay and the reasons for such delay (e.g., STQC committee availability, complexity of the investigation) if possible. If the information is found to have merit, the STQC will perform an investigation. A letter from the STQC detailing the incident will be sent to the person (Respondent) whose conduct is in question. The Respondent will be given an opportunity to respond in writing within 15 business days. The STQC will review the Respondent’s response and may conduct additional interviews. At any point in the process if the STQC determines that insufficient evidence exists to continue the investigation, the matter will be dismissed. A letter will be issued to the Respondent stating the matter has been dismissed.

Upon receipt of all information and responses as outlined above, the STQC will make a determination as to whether the violation falls under the definition of either Negligence or Abuse. Negligence is defined as unintentional deviations from approved procedures or the unintentional failure to follow the requirements of the WAQTC Transportation Technician Qualification Program (TTQP) & ITD’s STQP.
Abuse is defined as intentional deviations from approved procedures or the intentional failure to follow the requirements of the WAQTC Transportation Technician Qualification Program (TTQP) & ITD’s STQP.

Once a determination has been reached on the category of the violation the appropriate process outlined below will be followed.

**General Procedures Applicable to Both Categories of Violations:**

Revocation or suspension in one Certification will be considered revocation or suspension in all Qualifications held by the sampler / tester including Inspector Qualifications (IQP). Such revocations or suspensions will be in effect in all WAQTC member agencies. A Federal Debarment will be an automatic suspension of all qualifications.

Notice of any revocation, suspension, or denial will be sent to the Respondent in writing. The notice will also contain an explanation of Respondent’s right to appeal the decision, the procedure for an appeal, and the time frames within which the appeal must be filed. Revocation or suspension becomes effective the 16th business day from the date of the letter sent by the STQC.

In the event of appeal, STQC revocation or suspension will be stayed pending the results of the appeal process.

Findings of negligence or abuse by Idaho Transportation Department (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 ITD’s Employee Policy & Procedure Handbook.

**Administrative Suspension:**

If at any time during the Revocation, Suspension, or Denial process, the STQC is unable to contact the Respondent and or the Respondent does not reply to STQC communications, a suspension of all qualifications will take place. Such administrative suspensions will apply only after two (2) documented attempts to contact the Respondent have been unsuccessful. The administrative suspension will be lifted only after the Respondent has contacted and supplied the STQC with current contact information.

**Process for Neglect:**

Neglect is less severe than abuse and should be resolved in a positive fashion so that learning and increased knowledge can happen. The complaint process for neglect is intended primarily to allow a means of tracking the types of problems and issues being encountered. Also, it will track sampler / testers who have repeated incidents of neglect.

A single incident of neglect may be resolved through intervention by the District Independent Assurance Inspector (IAI). The IAI will supply clarification to the sampler / tester on proper sampling and testing techniques per the Quality Assurance Manual. A copy of the “District Independent Assurance Inspectors Report Field Evaluation” (ITD 857) will be sent to the STQC. The STQC will maintain a file containing those incidents.

If an incident of neglect is found to be “significant” in nature the STQC will issue a letter requiring a corrective action plan be developed by the sampler / tester and their employer to help avoid further incidents. The STQC will send out a notice to all the District IAI's of the issue. This notification is intended to help make IAI's aware of particular problems being encountered.
In cases of repeated incidents of neglect, the STQC may at any point in the process make a determination that the repeated instances no longer qualify as neglect, but because of the repeated nature of an offense, may become an instance of abuse. If this occurs, the issue would be dealt with through the process for abuse. Multiple incidences of the same type that are found to be “neglect” may be determined as habitual in nature raising the current incident to the “abuse” category.

Process for Abuse:

The STQC will determine the merits of the complaint and the severity level of the abuse. Abuse will be identified as one of two different levels of severity.

The first level of abuse is identified as the least severe. This level would typically be identified as intentional deviations from approved procedures with no evidence of intent to misrepresent the quality of material being incorporated in the project.

This level of abuse could result in up to a 180-calendar day suspension. The exact duration of the suspension will be set by the STQC depending on the circumstances encountered. A second incident of this level of abuse within a three (3) year period would result in a minimum one (1) year suspension. The STQC may also require the technician to attend additional training and retake the particular certification exam before reinstatement.

The second level of abuse is much more severe and is identified by intentional deviations from approved procedures with the intent to misrepresent the quality of material being tested. This level of abuse will be dealt with by a minimum of one (1) year suspension and up to permanent suspension of certification. A second instance of this level of abuse will result in permanent revocation of all sampler / tester (WAQTC) certifications. The STQC may also require the technician to attend additional training and retake the particular certification exam before reinstatement.

Appeals Process:
As stated above, appealed revocations or suspensions will be stayed pending the results of the appeal. Once an appeal has been received, it will be processed as a formal, contested case under the Idaho Administrative Procedures Act, Idaho Code 67-5201, et seq.

1. Hearing Officer (“Recommended Order”).
After the sampler/tester receives notification of a suspension or revocation, the sampler/tester will be given an opportunity to appeal to the STQC Chairman in writing within 15 business days of the date of the decision letter. The STQC Chairman will acknowledge receipt of the appeal. The appeal can be emailed to stqc@itd.idaho.gov or via U.S. Mail to the STQC Chairman at P.O. Box 7129, Boise, ID 83707-1129. ITD will appoint a hearing officer to hear the appeal and issue appropriate findings of fact, conclusions of law, and a recommended order. The hearing officer is a neutral party in a contested case matter and hears both sides of the contested matter.

Counsel for the STQC cannot provide legal direction or instructions to the sampler/tester regarding IDAPA or the appeal process. It is therefore recommended that sampler/tester obtain their own counsel. Nevertheless, in a contested case hearing, parties may represent themselves or may choose to be represented by legal counsel. The hearing is recorded which serves as the official record. Testimony of witnesses must be given under oath and may be cross-examined by opposing parties.
After the hearing, the hearing officer issues a "Recommended Order" based on the evidence and testimony presented at the hearing. The Hearing Officer may only make a determination of whether any level of disciplinary action was warranted against the sampler/tester, and may not rule on the severity of the disciplinary action taken.

2. **Chief Engineer ("Final Order").**
   IDAPA describes how a “Recommended Order” may proceed to a “Final Order” issued by the Chief Engineer. Again, a sampler/tester should look to their own counsel for understanding and direction. If a denial, revocation, or suspension is upheld by the Chief Engineer, the suspension will begin.

3. **District Court.**
   Any further appeal would be to District Court. Again, a sampler/tester should look to their own legal counsel for understanding and direction. CERTIFICATIONS & RESPONSIBILITIES OF:

**INSTRUCTORS**

Instructors 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

Instructors must complete an ITD’s 16 hour course “6.16 Sampler Tester (WAQTC) Exam Administration”

**EXAM ADMINISTRATORS**

Individuals administering the written and performance exams must complete ITD’s. Course: “6.16 Sampler Tester (WAQTC) Exam Administration”. Course length is from 12 to 16 hours dependent on enrollment, student skill level, & number of laboratory stations available for demonstration. This course must be attended every 5 years. An extension to this 5-year requirement can be allowed by the STQC.

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 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 STQC for disciplinary action. Actions may include:

- If the violation is found to be “negligence” a written reprimand with requirement to attend Training course 6.16 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 STQC. A letter recommending progressive disciplinary actions will be written by the STQC and submitted to the examiners employer.
- Individuals found in possession of written examination materials with the intent to share or profit from the distribution of these materials may be prosecuted.

**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; be a member of the STQC; or be assigned these duties as a Professional Engineer by the STQC. Examiners must have experience in the test method (s) they are administering.

Individuals that are currently a Proctor and receive a letter of “Neglect” by the STQC must attend ITD’s course: “6.16 Sampler Tester (WAQTC) Exam Administration” to continue to be a Proctor.

Individuals that have had their certifications suspended must not be allowed to be a Proctor until their certifications have been reinstated and 5 years have elapsed from the re-instatement date without further incident. They will be required to attend / re-attend ITD’s course: “6.16 Sampler Tester (WAQTC) Exam Administration”.

**Performance Examiner (Proctor) Instructions Documents**

Performance examiners should review the Proctor Instructions 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 supplemental, forms, pencil, calculator, etc.
- Proctor instructions: These are the step-by-step instructions to the performance examiner that follow numerically the performance exam. 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.
The performance examiners will review all information contained on the form titled: “Guidelines for Examiners Conducting Performance Exams For Sampler Tester Certifications In The Areas of Aggregate, Asphalt, Concrete, Embankment & Base, In-Place Density and Concrete Laboratory” and sign it. This document will be required to be signed by a performance examiner yearly. The year starts each November 1st coinciding with the release of the Sampler Tester (WAQTC) revisions. This document will be submitted to the STQC along with the other certification materials.

**Lead Performance Examiner (Proctor)**

Before the performance exam process one performance examiners will be designated as the lead examiner. Any complaints or challenges will be directed to the lead examiner. The lead examiner or complainant should direct complaints or challenges that cannot be resolved to the STQC.

The performance exams, performance exam coversheets, and the Performance examiner form will be collected by the lead performance examiner and placed with the other exam materials to be sent to ITD Training and Development in Boise.

**Violation of Requirements**

Performance examiners failing to follow the performance examiner instructions document or the “Guidelines for Examiners Conducting Performance Exams for Sampler / Tester Certifications” in the areas of Aggregate, Asphalt, Concrete, Embankment & Base, In-Place Density, Concrete Laboratory, and Super Pave Field Technician, may be subject to disciplinary action by the STQC.

Complaints or challenges presented to the STQC will be handled in the same manner as any other incident under “Revocation, Suspension, or Denial of Certification”.

If the incident is found to be “negligence” a written reprimand will be issued to the violator and training on the responsibilities of sampler / testers may be required.

If the violation is willful or intentional it will fall under “abuse” and will cause suspension for a period of time determined by the STQC.
Annex 1

ITD

Registration Form

&

ITD

Rights and Responsibilities Form
Idaho Sampler Tester Qualification Program / WAQTC TTQP

“July 20” REGISTRATION FORM “July 20”

Name: (First, Middle, Last) Employer:

Home Address: Employer’s Address:

Home Phone #: Employer’s Phone #:

E-mail address: Business E-mail address:

Last 4 characters of DL’s or ITD Employee#: Qualification Number:

Do you possess a WAQTC qualification from another agency? NO □ YES □ If yes, who? ____________

Desired Qualifications (select only one qualification per registration form)

<table>
<thead>
<tr>
<th>Qualified</th>
<th>Reciprocity</th>
<th>ITD Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggregate Testing Technician (AgTT)</td>
<td>COURSE &amp; EXAM</td>
<td>EXAM</td>
</tr>
<tr>
<td>Asphalt I Testing Technician (AsTT)</td>
<td>COURSE &amp; EXAM</td>
<td>EXAM</td>
</tr>
<tr>
<td>Asphalt II Testing Technician (AsTT II)</td>
<td>COURSE &amp; EXAM</td>
<td>EXAM</td>
</tr>
<tr>
<td>Concrete Testing Technician (CTT)</td>
<td>COURSE &amp; EXAM</td>
<td>EXAM</td>
</tr>
<tr>
<td>Concrete Laboratory (CLTT) <strong>ITD only</strong></td>
<td>COURSE &amp; EXAM</td>
<td>EXAM</td>
</tr>
<tr>
<td>Embankment &amp; Base Testing Technician (EBTT)</td>
<td>COURSE &amp; EXAM</td>
<td>EXAM</td>
</tr>
<tr>
<td>In-Place Density Testing Technician (DTT)</td>
<td>COURSE &amp; EXAM</td>
<td>EXAM</td>
</tr>
<tr>
<td>EBTT &amp; DTT Combined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Super Pave Mix Design Tech (SPMDT) Per Submission: INITIAL $1,000 RE-QUAL $200</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

American Concrete Institute Concrete Field Technician Grade I (ACI-CFT) Reciprocity no charge

American Concrete Institute Concrete Strength Testing Field Technician Reciprocity no charge

Samplers / Testers seeking Qualification in one of the designated specialties should consult ITDs’ STQP Registration, Policies & Information Handbook (RP&IH) for Qualification criteria, prerequisites, other policies and requirements, and general information.

Checks should be made to: IDAHO TRANSPORTATION DEPT. Include the WAQTC qualification requested. The submission should be mailed to the appropriate address shown below and must be received there at least two (2) weeks before the start of the course or exam.

ITD District 1

| 600 W. Prairie | PO Box 837 | PO Box 8028 |
| Coeur d’Alene | Lewiston | Boise |
| 83815 | 83501 | 83707-2028 |

ITD District 2

| ITD District 3 | ITD District 4 |
| 216 S. Date St. | 5151 S.5th Ave. |
| Shoshone | Pocatello |
| 83352 | 83204 | 83442 |

STQP & WAQTC QUALIFICATION NUMBER

□ Passed Qualification □ Failed Qualification

Signature, ITD’s STQP Chair or Designee

Requests for reciprocity will be addressed to Amanda.Regner@itd.idaho.gov, or mail them to Attn: Amanda Regnier at the District 4 address above.

The technician’s full name, Qualification number, and Qualification will be listed on the ITD’s & WAQTC’s Web page upon successful completion of the Qualification requirements.
This document affirms that ____________________________, hereinafter the Technician
(Sampler/Tester), desires to be Qualified by the Transportation Technician Qualification Program (TTQP) and ITD’s Sampler / Tester Qualification Program (STQP).

Qualification carries inherent rights and responsibilities. These rights include being exclusively sanctioned along with others so qualified by TTQP & STQP 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 Sampler/Tester in accordance with the required test procedures.

By signing this document the Sampler/Tester agrees to abide by all of the terms of the WAQTC TTQP & ITD’s STQP included in the Registration, Policies, & Information Handbook and as set forth by the Idaho Transportation Department.

Findings of negligence or abuse of these rights and responsibilities will be penalized upon recommendation by ITD’s Sampler / Tester Qualification Committee (STQC).

Negligence is defined as unintentional deviations from approved procedures or the unintentional failure to follow the requirements of the TTQP & STQP. A finding of negligence may result in a letter of reprimand being sent to both the employee and the employer. Repeated incidents of neglect may become abuse.

Abuse is defined as intentional deviations from approved procedures or the intentional failure to follow the requirements of the TTQP & STQP. A finding of abuse will result in qualification suspension.

Subsequent findings of abuse may result in permanent revocation of Qualification.

Revocation or suspension of one Qualification will be considered a revocation or suspension of all Sampler Tester Qualifications (WAQTC) held by the Technician including Inspector Qualifications (IQP) and Individual Qualifications.

Further clarification on Neglect, Abuse, Revocation, Suspension, & Denial of Qualification are located in the Registration, Policies and Information Handbook issued by ITD.

Findings of negligence or abuse by Idaho Transportation Department (ITD) employees will result in the institution of disciplinary proceedings. This disciplinary proceeding may result in actions up to, and including, termination, as outlined in the ITD’s Human Resources Policy and Procedure Manual.

As a Tester/Sampler you are responsible for using equipment, producing accurate tests and ensuring equipment in calibrated prior to use.

The Technician should also be aware that both Idaho 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.”

All qualifications granted by the Idaho Transportation Department are only in effect when listed on ITD’s web page.

_________________________________________  _____________________________
(Signature)  (Date)

I have read, understand and agree to abide by rights, responsibilities and penalties associated with receipt of this qualification.
Annex 2

ITD & ACEC OF ID
Memorandum of Understanding
(MOU)

Note: This is only a replication of the signed MOU document.
WAQTC / STQP Program
Memorandum of Understanding
Between
The Idaho Transportation Department
And
The American Council of Engineering Companies of Idaho

PURPOSE:

The purpose of this Memorandum of Understanding (MOU) is to facilitate meeting the Idaho Transportation Department (ITD) and the Local Highway Technical Assistance Council (LHTAC) project needs for qualified sampler testers. Approximately two-thirds to three quarters of the testing performed on ITD and LHTAC construction projects is completed by consultant or contractor personnel. ITD does not have the staffing to meet the need for qualifying opportunities or supplemental examiners for qualifying non-ITD employees.

This MOU sets forth the principles pursuant to which the American Council of Engineering Companies of Idaho (ACEC of ID) and ITD will operate ITD’s Western Alliance for Quality Transportation Construction (WAQTC) portion of ITD’s Sampler Tester Qualification Program (STQP) process for qualifying non-ITD applicants, herein after referred to as the “Program”.

ACEC of ID is the only Idaho-wide organization devoted exclusively to the business and advocacy interests of engineering companies. ACEC of ID members are engaged in a wide variety of engineering works to propel the state’s economy, and enhance and safeguard Idaho’s quality of life. ACEC of ID has a membership of 47 firms and 2 affiliate firms. ACEC of ID is a highly focused group that advocates, educates, lobbies, networks, provides scholarships for Idaho engineering students, and awards and recognizes outstanding engineering efforts of its member companies. ACEC of ID is affiliated with the American Council of Engineering Companies (ACEC) a national federation of 51 state and regional organizations founded in 1909.

WAQTC is a partnership between western states (Alaska, Colorado, Hawaii, Idaho, Montana, New Mexico, Oregon, Utah, and Washington), the Federal Highway Administration (FHWA), including the Western and Central Federal Lands Highway Divisions (WFLHD and CFLHD). This voluntary organization was formed to assure qualified personnel for the transportation construction workforce as well as act as a unified body to meet today’s challenge of improving the transportation products and services that these agencies provide to the public.

The purpose of the ITD STQP is for conformance to state and federal requirements that all persons who sample or test materials for ITD and LTHAC construction work will be qualified. The STQP includes ITD and WAQTC qualifications. The ACEC of ID will provide oversight engineers and proctors to qualify, test, and certify applicants are able to meet the WAQTC and STQP requirements.

LEGAL AUTHORITY:

Per Sections 67-2326 through 67-2333 and 67-2339, Idaho Code, the ITD has the legal authority to enter into this MOU.
RESPONSIBILITIES AND PROCEDURES:

1. Definitions:
   a. **Session.** A single qualification event at a predetermined location.
   b. **Modules.** The five qualification modules: Aggregate, Asphalt I, Asphalt II, Embankment and Base, and In-Place Density.
   c. **Performance Examiner (Proctor).** A qualified individual approved by the Oversight Committee, also known as a proctor.
   d. **Oversight Engineer.** An Idaho licensed professional engineer approved by the Oversight Committee.
   e. **ACEC of ID Executive Board.** The Board of Directors, or Board, consisting of the elected officers of ACEC of Idaho and the immediate Past President. The current President of ACEC of Idaho serves as Chairman of the Board.
   f. **Oversight Committee.** A committee comprised of three ITD employees and one ACEC member representative charged with the management of this program.
   g. **WAQTC Committee.** ACEC of ID's committee of member firm representatives assigned to oversee and administer the Program.

2. ACEC of ID will:
   a. **Qualification Schedule and Offerings:** ACEC of ID will work to offer multiple qualification modules at each session. This should meet the needs of individuals requiring qualification or re-qualification in multiple modules. The specific qualifications to be offered will be mutually determined by ACEC of ID and ITD. A session may be canceled when there are fewer than three registered participants within two days of the session or at the discretion of ACEC of ID due to hardship.
   b. **Performance Examiner (Proctor) and Oversight Engineer Qualifications:** ACEC of ID will utilize proctors and oversight engineers that have successfully completed the ITD 6.16 Sampler/Tester (WAQTC) Exam Administration course. ITD will schedule this course as needed for proctor/oversight training.

   Oversight engineers and proctors shall be approved by the Oversight Committee with concurrence from the Sampler Tester Qualification Committee (STQC).
   c. **Program Finances:**
      i. **Records.** ACEC of ID will maintain the financial records for the Program. These records will be made available to ITD upon written request. ACEC of ID shall keep accounts and records in a manner and in sufficient detail to enable both parties to determine the income and expenses incurred by the Program.
ii. Fees. ACEC of ID and ITD shall establish registration fees to sufficiently cover the Program's operating costs. ACEC of ID shall maintain a written registration fee refund policy for the Program.

iii. Expenses and Purchases. All expenditures must be approved by the ACEC of ID Executive Board.

a) Program funds will primarily be used to provide a stipend to the proctor(s) and oversight engineer(s) for the time they provide during a qualification session(s). The standard stipend will be determined by the Oversight Committee annually.

b) Program funds may be used to purchase equipment for the Program, which may be donated to ITD, as needed. This equipment will increase qualification capabilities and/or replace worn out/broken equipment.

c) Program funds will be used to maintain and upgrade the Program's website [https://idaho-waqtc.org/](https://idaho-waqtc.org/)

d) Program funds may also be used to fund scholarships for students in association with ITD conferences and other student training and/or educational programs. The nature and amount of any scholarships and/or training expenditures will be determined by the Oversight Committee.

e) Funds may be used for travel of the oversight engineer(s) as needed.

f) Funds may be used for reimbursement of travel expenses for non-ITD employed representative(s) to the Sampler Tester Qualification Committee (STQC).

g) Each year, $5,000 in Program funds will be paid to ACEC of ID to support ACEC's statewide Quality Based Selection (QBS) training program. The QBS training program is designed to assist local agency officials (cities and counties) understand the requirements of Idaho QBS law when with contracting professional engineering firms to perform construction engineering and inspection (CE&I) services.

h) Each year up to $15,000 in Program funds may be used to provide scholarships, education and external sponsorships to support the Idaho consultant and contractor community which the program serves (e.g., ISU Civil Tech Program).

d. **ACEC of ID:** ACEC of ID will maintain a standing committee (WAQTC Committee) to oversee and administer the program. ACEC of ID will support and encourage the Program through the efforts of its member firm representatives.

3. **ITD will:**

a. ITD agrees to appoint a representative from three geographic areas of the state (i.e., ITD Districts 1 & 2, Districts 3 & 4, and Districts 5 & 6) to work with the ACEC of ID Program coordinators. ITD also agrees to provide full cooperation and input to the Program in setting up Written and performance exam sessions and other necessary arrangements.
b. **Use of ITD laboratory space:** ITD will provide laboratory space and equipment during noncritical times for the execution of these qualification sessions. A lead performance examiner/proctor will be assigned by ITD to provide access to the laboratory facility.

c. **Establish fees:** ITD and ACEC of ID will establish registration fees as described in 2.c.ii.

**LIMITATIONS**

Nothing in this MOU between ITD and the ACEC of ID will be construed as limiting or expanding the statutory or regulatory responsibilities of any involved individual in performing functions granted to them by law; or as requiring either entity to expend any sum in excess of its respective appropriation. Each and every provision of this memorandum is subject to the laws and regulations of the state of Idaho and of the United States.

Nothing in this MOU will be construed as expanding the liability of either party. In the event of a liability claim, each party will defend their own interests. Neither party will be required to provide indemnification of the other party.

**EFFECTIVE DATE**

This MOU is in effect upon signature of ITD’s Director or delegate and the signing authority of the ACEC of ID, whichever is most recent.

**METHOD OF TERMINATION**

This MOU will remain in force unless formally terminated by either party after thirty (30) days written notice to the other party. Upon termination, remaining funds will be equally distributed to each party.

**AMENDMENTS**

Amendments to this memorandum shall become effective upon mutual agreement and written approval by ITD’s Director or delegate and the signing authority of the ACEC of ID.

**IN WITNESS WHEREOF,** the parties, acting through their duly authorized representatives, execute this Memorandum of Understanding.
The American Council of Engineering Companies of Idaho (ACEC of ID)

By: ___________________________

Paul Wasser, PE

Title: President

Date: March 20, 2018

Idaho Transportation Department (ITD)

By: ___________________________

L. Scott Stokes

Title: Chief Deputy Director

Date: 3/20/18