



2024

Idaho Transportation Department Sampler / Tester Program

Registration Policies & Information Handbook

Transportation Technician Qualified Program

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About This Handbook

The Registration, Policies, and Information Handbook (RP&IH) is intended to be a guidance document for the technician or laboratory for the Transportation Technician Qualification Program (TTQP) policies and procedures. It is, however, the responsibility of the technician to remain up to date on all matters pertaining to the program. If you have questions about the program, contact the appropriate Agency person listed in this Handbook.

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REQUESTS FOR PERMISSIONS WILL BE DIRECTED TO:

Lori Copeland
8150 W. Chinden BLVD.
Boise, ID 83714
Lori.Copeland@itd.idaho.gov



List of Abbreviations

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



Idaho Transportation Department

Sampler Tester Qualification Program (STQP)

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, North Dakota, 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 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 Contributing Members.
-

THE 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 technicians 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

ORGANIZATIONAL STRUCTURE

- Executive Board
 - Contributing Member
 - Accredited Contributing Members
 - Advisory Member
 - Guest
- Transportation Technician Qualification Program (TTQP) Committees
 - Qualification Advisory Committee (QAC)
 - Agency Qualification Committee (AQC)

EXECUTIVE BOARD

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

REPRESENTATIVE & CONTACT POINTS

SAMPLER TESTER QUALIFICATION COMMITTEE MEMBERS [STQC OR AQC]

Members	Organization	Phone Number
Michael Copeland - Co-Chair	ITD	(208) 334-8446
John Arambarri - Co-Chair	ITD	(208) 334-8099
Muhammad Zubery	LHTAC	(208) 344-0565
Scott Neumann	JUB Engineers	(208) 305-9188
Cody Vezina	ITD	(208) 239-3319
Tim Morgan	Atlas Technical Consultants	(208) 376-4748
Jessika P. Doglietto	ITD	(208) 908-2190

WAQTC EXECUTIVE BOARD [CONTRIBUTING MEMBERS]

Name	State/Agency	Email
Michael San Angelo	Alaska - AKDOT&PF	Michael_SanAngelo@dot.state.ak.us
Craig Wieden	Colorado - CODY	Craig.Wieden@state.co.us
Michael Voth	FHWA	Michael.Voth@dot.gov
Brian Ikehara	Hawaii - HDOT	Brian.Ikehara@hawaii.gov
Chad Clawson	Idaho - ITD	Chad.Clawson@itd.idaho.gov



Oak Metcalfe
Amy Beise
Larry Ilg - Chair
Scott Nussbaum
Garrett Webster

Montana - MDT
North Dakota - NDDOT
Oregon - ODOT
Utah - UDOT
Washington - WSDOT

RMetcalfe@mt.gov
ABeise@nd.gov
Larry.D.ILG@odot.state.or.us
SNussbaum@utah.gov
WebsteG@wsdot.wa.gov

TTQP CONTACTS

<i>Name</i>	<i>State/Agency</i>	<i>Email</i>	<i>Phone Number</i>
Dan Dettman	Alaska - AKDOT&PF	Daniel.Gettman@Alaska.gov	(907) 269-6248
Madeline Enright	Colorado - CODT	Madeline.Enright@state.co.us	(303) 398-6587
None	Hawaii - HDOT	---	---
Lori Copeland	Idaho - ITD	Lori.Copeland@itd.idaho.gov	(208) 332-71716
Misty Miner- Chair	Montana - MDT	Mminer@mt.gov	(406) 233-3607
Sharon Taylor	North Dakota - NDDOT	Staylor@nd.gov	(701) 328-6937
Sean Parker	Oregon - ODOT	Sean.P.Parker@odot.state.or.us	(503) 986-6631
Gilbert Arredondo	Utah - UDOT	Garredondo@utah.gov	(801) 633-6269
Kevin Bruns	Washington - WSDOT	BurnsKL@wsdot.wa.gov	(360) 480-2607

Current course or qualification information, Qualified Technician, updates, and other useful information can be accessed at: www.waqtc.org

Or:

Idaho Qualification Registry:

<https://apps.itd.idaho.gov/Apps/DoHCertifications>

Or:

By Contacting the respective agencies at the listed numbers



ITD Sampler Test Qualification Program (STQP)

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 technicians 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 equivalency of qualification.

DEFINITION OF CERTIFICATION & QUALIFICATION [QUALIFIED]

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

QUALIFICATION / CERTIFICATION RECIPROCITY

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



these Certifications. Each technician should verify specific Agency requirements before seeking employment.

A technician must successfully complete all requirements before obtaining WAQTC-wide Certification. A Certification obtained in this manner will expire no later than the indicated three (3) or five (5) years from the last day of the month in which requirements were successfully completed.

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:

Jessika P. Doglietto

Idaho Transportation Department

11331 W. Chinden Blvd., Boise, Idaho 83714

Jessika.Doglietto@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 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.

DISCLAIMER

Certification of a technician by the TTQP indicates only that the technician has demonstrated a certain level of competence on a written or performance examination, or both, in a selected field of activity. Members of the WAQTC that are also contracting Agencies may require certification of technicians performing activities specified in work contracts or other activities.

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



CANDIDATES WITH DISABILITIES

Technicians 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.



Sampling & Testing Qualifications

WAQTC SAMPLING & TESTING QUALIFICATIONS

Aggregate Testing Technician	AgTT
Asphalt Testing Technician I	AsTT
Asphalt Testing Technician II	AsTT II
Concrete Testing Technician	CTT
Self-Consolidating Concrete Testing Technician	SCCTT
In-Place Density Testing Technician	DTT
Embankment and Base Testing Technician	EBTT
Embankment and Base/In-Place Density Testing Technician	EBTT/DTT
Refer to Annex A for specific processes and mandatory test methods for each Qualification Area.	

ITD STQP SAMPLING & TESTING QUALIFICATIONS

Test Method	Abbreviation
Concrete Laboratory Testing Technician	CLTT
Superpave Mix Design Technician**	SPMDT
** Unique Qualification Process	

QUALIFICATION PROCESS

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

METHOD I (INTERNAL ITD EMPLOYEES)

The Qualification Process is:

- Meet applicable prerequisites for obtaining the Certification.
- Attend the appropriate Qualification course in its entirety.
- Successfully pass the written and performance examinations.
- Complete the Registration Form and Rights & Responsibilities Agreement (Appendix B)



METHOD II (INTERNAL ITD OR EXTERNAL EMPLOYEES)

If a technician 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.
- Successfully pass the written and performance examinations.
- 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.

Refer to Appendix A for Qualification Mandatory Test Methods

Refer to Annex B for registration form and Rights and Responsibilities Agreement.



Program Management

The Idaho Transportation Department through its Sampler Tester Qualification Program, sponsors both training and the associated examination process.

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; <https://idaho-waqtc.org/>

CERTIFICATION 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: <https://idaho-waqtc.org/> .

ACEC of ID's downloadable Registration form can be found at the forementioned site.

OUT-OF-STATE APPLICANTS

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

FEES FOR CERTIFICATION

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. <https://idaho-waqtc.org/>

RIGHTS & RESPONSIBILITIES AGREEMENT

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

ITD CANCELLATION POLICY & REFUND POLICY

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

Fees are Refunded if:

- Unforeseen emergency during the course Qualification proceedings will result in no refund of fees but the candidate will be allowed to retake the Qualification examinations, whichever is applicable, at a later date with an additional fee of 15% of the course cost.
- No refund of fees will be made for failure to successfully complete the examination portions of the Qualification proceedings.

ACEC OF ID CANCELLATION & REFUND POLICY

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, <https://idaho-waqtc.org/>

EXAMINATION

As part of the Qualification process, each technician will be required to pass both written and performance examinations which are designed to demonstrate both a knowledge and understanding of the test procedures. Written exam Administrators and performance exam Examiners should thoroughly explain to the technicians what the exams will entail and the examination rules before the beginning of the exams. It is anticipated that multiple examination stations will be required during the performance examination; therefore, there will be multiple Examiners required for the performance portion of the examination.



Failure of either the written or performance portions of the Qualification process will require re-examination and a passing grade in the exam(s) failed, if Certification is still desired, subject to the criteria described herein.

WRITTEN EXAMINATION

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

The examination is closed book which requires that no technical materials, notes, or cellular devices are allowed to be accessed during the examination. Calculations may be required for some questions; therefore, a calculator (non-cellular) may be brought to the examination. Calculators may not be shared. 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 designated Agency person no later than the end of the first business day after the exam is given.

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

- A minimum score of 70 percent on the entire written exam for that Qualification area.
- 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 technician will not be permitted during the exam. Each procedure will be completed within the time limit designated by the Agency for that method. The technician is required to successfully perform all steps of the designated test procedures for the Qualification area, with the exception that a technician may be asked to explain various steps to a procedure to reduce the total test time.

All test method time limits set by the Agency will consider the reduction of time due to accelerated steps. A technician may be required to verbally describe the procedures for sampling of a material, such as Sampling Freshly Mixed Concrete, if performance of the method is not practical or feasible.



Judgment will be based on the ability to correctly perform all required procedures for each of the methods based on criteria shown on the performance examination checklists. Omission of one or more of the prescribed procedures will constitute failure of that test method. The inability to complete the test method within the designated time limit will constitute failure of the method. The technician may perform one repeat trial of a failed method, at the Examiner's convenience, on the day of the exam; however, repeat trials will be allowed in not more than 50 percent of the total test methods in that performance exam. The technician may request that a different Examiner administer a repeat trial of a failed test method. Failure of any one of the prescribed test methods after two trials 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 or the combination of performance samples and Examiner direct oversight at an Agency designated qualification facility. 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 technician if they have 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 they 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.

RE-EXAMINATION [SECOND ATTEMPT]

Re-examination for both the written and performance exams will be conducted according to the same criteria as the original examinations. A technician may be eligible for re-examination subject to other restrictions outlined elsewhere in this manual. 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. It is recommended that technicians attend a 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 EXAMINATION

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 ITD 's Division of Highways Training section at Headquarters, for a period of Five (5) years and will then be destroyed by shredding or other effective method. During the first year the WAQTC may require that these exams be forwarded to the WAQTC for objective evaluation.

TECHNICIAN NOTIFICATION

Confirmation of the certification should be posted on the ITD Sampler Tester web page approximately ten (10) working days 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 ten (10) working days 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:

<http://apps.itd.idaho.gov/Apps/DoHCertifications>

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.

Presence on the Agency's **Certified Technician Registry** may serve as Certification verification for those technicians that are successful in completing the Qualification requirements.

If the technician is unsuccessful in completing the Qualification requirements, the procedure for re-examination should be explained, if applicable.

LENGTH OF TECHNICIAN CERTIFICATION

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

Within ten (10) working days after completion of any Qualification proceeding, the Agency conducting the Qualification exams should log each participant that has successfully completed the Qualification requirements on the **Certified Technician Registry** for that Agency which is linked to the WAQTC Web site.

The required information to be logged in the appropriate field is:

- The successful technician's full name
- The day, month, and year of the Certification expiration.
- The area in which the Certification is received designated by:

Aggregate	AgTT
Asphalt	AsTT
Asphalt II	AsTT II
Concrete	CTT
Embankment & Base	EBTT
Embankment & Base / In-Place Density	EBTT/DTT
In-Place Density	DTT
Self-Consolidating Concrete	SCCTT
- A unique Certification number assigned from the following Agency allotments

<u>Number Sequence</u>	<u>State</u>
00,001 - 19,999	Alaska
20,000 - 39,999	Idaho
40,000 - 59,999	Oregon
60,000 - 79,999	Washington
80,000 - 99,999	Not in Use
100,000 - 119,999	Not in Use
120,000 - 139,999	Montana
140,000 - 159,999	Not Used
160,000 - 179,999	Utah
180,000 - 199,999	Colorado



200,000 - 219,999

Hawaii

220,000 - 240,000

North Dakota

The number assigned with the first Certification will remain with that technician no matter if additional Certifications may be attained through other WAQTC Agencies. Should a technician obtain a Certification in a state other than the one designated by the assigned Certification number, the Agency issuing the additional Certification will notify the Agency where the Certification number originated so that the Certification may be properly registered.

COURSE EVALUATIONS

Course evaluations will be obtained for each Qualification course administered. Instructors should stress the importance of thoughtful completion of these forms. The AQC in each participating Agency should review and compile these comments and provide suggestions to the QAC for consideration during their scheduled program meetings. An evaluation form is included in the training materials for each course.

REGISTRATIONS, POLICIES, & INFORMATION HANDBOOK

PROGRAM, POLICES, AND REGISTRATION REVISIONS AND UPDATES

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.

Revisions and updates to the WAQTC TTQP will be delivered to ITD by October 15th each year.

Revisions and updates to the ITD RPI&H will be delivered by January 1st annually.

WAQTC Web Site (<http://waqtc.org/>)

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

It is intended that information entered will be of a like appearance between Agencies so coordination will be required as new needs are identified. It is the responsibility of each Agency to keep their specific information up to date in accordance with the guidelines set forth in this manual. Suggestions for improvement to the Web site, or other facets of the program, may be provided to a member of the WAQTC or by the home page E-mail link.



CERTIFICATION RENEWAL POLICY

The technician is responsible for obtaining their applicable Certification renewal. The procedures for Certification renewal are the same as for the initial Certification. Interim or 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. The technician can not perform testing procedures during an qualification expiration lapse.

Renewal of Certification may be obtained in the following manner:

- A technician obtains renewal of Certification by passing the written and performance exam, as applicable, required for that Certification. The Agency may either require that the technician be responsible for scheduling their own written and/or performance examination, or the Agency may schedule specific times and locations in which this is accomplished.
- *Re-examination policies*, for those failing to pass a Certification renewal on the first attempt, will be the same as for the original Certifications.

REVOCATION, SUSPENSIONS, AND/OR DENIAL OF CERTIFICATION

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

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 the following information:

- Individual involved
- When the incident happened (date)
- What was observed
- 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 the complaint 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 the information is found to have merit, the STQC will perform an investigation. At such time, 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 which may or may not cause erroneous results or the TTQP Program. The following penalties are guidelines for findings of negligence:

- The first finding of negligence will result in a letter of reprimand being sent to both the technician and their employer;
- the second will result in a thirty (30) day suspension of Certification;
- third in a one hundred eighty (180) day suspension of Certification and;
- the fourth in permanent revocation of the Certification.

The AQC may deviate from these penalty guidelines if warranted.

Abuse is defined as intentional deviations from approved procedures or the TTQP Program. The following penalties are guidelines for findings of *abuse*:

- The first finding of abuse will result in a one (1) year suspension to permanent revocation of a technician's Certification.
- Any subsequent finding of abuse will result in the technician being ineligible for any future type of TTQP Certification.

The AQC may deviate from these penalty guidelines if warranted.



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

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. An 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 Engineer

Any further appeal would be to District Court. Again, a sampler/tester should look to their own legal counsel for understanding and direction.

NOTIFICATION OF CERTIFICATION REVOCATION OR SUSPENSION

Each Agency may notify the other members of the WAQTC, or other participants in the TTQP, of anyone having a Certification revoked or suspended. The responsible



Agency will remove the Certification expiration date, for all applicable Certifications, from the Qualified Technician Registry immediately upon the revocation or suspension of the Certification(s) as verification to other Agencies of such action.



Certification & 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] EXAMINER 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.



Appendix A : Qualification Process & Mandatory Test Methods



Examination Process

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

1. Written Examination:
 - a. Closed Book
 - b. Five (5) questions minimum per test method including multiple choice, true or false, and calculations.
 - c. Written exam must be completed within 90 minutes.
2. Performance Examination
 - a. Each technician will demonstrate proficiency in the designated test methods.
 - b. Open procedure, but the technician **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 technician 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.

SCORING - WRITTEN/PERFORMANCE

- I. Written:
 - a. First Attempt
 - i. Initial exam (first attempt): An overall score of 70 percent with a minimum of 60 percent on each test method is a passing score.
 - ii. An initial exam overall score below 70 percent will require a re-examination on all test methods.
 - iii. An initial exam score above 70 percent overall, but below 60 percent on one or more test methods, will require a re-examination.
 - b. Re-exam (second attempt):
 - i. A re-exam overall score below 70 percent is a failure.
 - ii. A re-exam score above 70 percent overall, but below 60 percent on one or more test methods, is a failure.



II. Performance:

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

RE-EXAMINATION POLICY - WRITTEN/PERFORMANCE

Anyone failing the written examination on the first attempt is required to retake the written examination at the scheduling convenience of the Agency, and pass, if Certification by the TTQP is still desired.

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

Guidelines for technicians failing either examination the second time will be set by the qualifying agency. *It is recommended that technicians attend the training course for that Certification if Certification is still desired.*



Aggregate (AgTT) Qualification Process For Materials Testing Technicians

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

The process for obtaining certification in Aggregate: Pass the written and performance examinations.

Course Length: approximately 5 days

Course Size: 12-15 recommended

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



TEST METHODS FOR AGGREGATE QUALIFICATION

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

*The technician 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 technicians responsible for field sampling and testing of asphalt mixtures. Technicians include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

The process for obtaining certification in Asphalt I: Pass the written and performance examinations.

Course Length: approximately 5 days

Course Size: 12-15 recommended

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



TEST METHODS FOR ASPHALT QUALIFICATION

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

* The technician 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 technicians responsible for field sampling and testing of Asphalt II. Technicians include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

The process for obtaining certification in Asphalt II: Pass the written and performance examinations.

Course Length: approximately 5 days

Course Size: 12-15 recommended

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



TEST METHOD FOR ASPHALT II QUALIFICATION

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

*The technician 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.

**Performance examination consists of performing appropriate calculations. Exam administered by oversight engineer.



Concrete (CTT) Qualification Process For Materials Testing Technicians

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

The process for obtaining certification in Concrete: Pass the written and performance examinations

Course Length: approximately 3 days

Course Size: 20-30 recommended

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

RECIPROCITY

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

WAQTC recognizes ACI Concrete Field-Testing Technician-Grade 1 as an equivalent to WAQTC Concrete (CTT). Reciprocity **may be** granted by submitting evidence of a valid ACI certification and a completed Rights and Responsibilities form.

Please Submit to:

Jessika P. Doglietto
11331 W. Chinden Blvd.
Boise, Idaho 83714

Jessika.Doglietto@ltd.Idaho.gov

For technicians requesting to receive a WAQTC certification in ACI Concrete Field Testing Technician-Grade 1 through the ACI reciprocity clause it is recommended that a review of the testing standards listed on the following page occurs. The ACI certification process requires performing ASTM standard test methods. ASTM standards may or may not be the same as the AASHTO and WAQTC standard test methods required by this qualification area.

By signing the WAQTC Rights and Responsibilities Agreement form a technician pledges to follow the applicable AASHTO and WAQTC test methods when sampling or testing on jobsites requiring WAQTC certifications.



TEST METHODS FOR CONCRETE QUALIFICATIONS

AASHTO/ WAQTC	PROCEDURE	TRAINING Classroom (C) Laboratory (L)	EXAM Written (W) Performance (P)
TM 2	Sampling Freshly Mixed Concrete	C	W, P*
T 309	Temperature of Freshly Mixed Portland Cement Concrete	C, L	W, P
T 119	Slump of Hydraulic Cement Concrete	C, L	W, P
T 121	Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete	C, L	W, P
T 152	Air Content of Freshly Mixed Concrete by the Pressure Method	C, L	W, P
R 100	Making and Curing Concrete Test Specimens in the Field	C, L	W, P**

*The technician 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.



Self-Consolidating Concrete (SCCTT) Qualification Process

For Material Testing Technicians

Self-Consolidating Concrete Qualification is designed for those technicians responsible for field sampling and testing of self-consolidating concrete. Technicians include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

THE PROCESS FOR OBTAINING CERTIFICATION IN SELF-CONSOLIDATING CONCRETE:

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

Course Length: approximately 3 days

Course Size: 20-30 recommended

Prerequisites for being qualified in Self-Consolidating Concrete: Current qualification in CTT or ACI Concrete Field-Testing Technician-Grade 1 Reciprocity.

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

RECIPROCITY

ACI (American Concrete Institute) Certification Self-Consolidating Concrete Testing Technician

WAQTC recognizes ACI Self-Consolidating Concrete Testing Technician as an equivalent to WAQTC Self-Consolidating Concrete Technician (SCCTT). Reciprocity **may be** granted by submitting evidence of a valid ACI certification and a completed Rights and Responsibilities form.

Please Submit to:

Jessika P. Doglietto
11331 W. Chinden Blvd.
Boise, Idaho 83714
Jessika.Doglietto@ltd.idaho.gov



TEST METHODS FOR SELF-CONSOLIDATING CONCRETE QUALIFICATION

AASHTO/ WAQTC	PROCEDURE	TRAINING Classroom (C) Laboratory (L)	EXAM Written (W) Performance (P)
T 347/T 351	Slump Flow of Self-Consolidating Concrete and Visual Stability Index / (VSI) of Self-Consolidating Concrete (SCC) (This is a combined field operating procedure)	C, L	W, P
T 345	Passing Ability of Self-Consolidating Concrete (SCC) by the J-Ring	C, L	W, P
TM 18	Penetration Test for Static Segregation Resistance of Self-Consolidating Concrete (SCC)	C, L	W, P
TM 19	Static Segregation of Self-Consolidating Concrete (SCC) Using the Column Method	C, L	W, P



Embankment & Base Qualification Process For Materials Testing Technician

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

The process for obtaining certification in Embankment and Base: Pass the written and performance examinations.

Course Length: approximately 5 days

Course Size: 12-15 recommended

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



TEST METHODS FOR EMBANKMENT & BASE QUALIFICATION

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

*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.

**Performance exam consists of graphing a family of curves and calculations. Exam administered by oversight engineer.



In-Place Density (DTT) Qualification Process For Materials Testing Technicians

In-Place Density Qualification is designed for those technicians responsible for field testing for In-Place Density on soils, soil aggregate mixtures, aggregate products, and asphalt mixtures. Technicians include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

Technicians and their employer(s) are responsible to independently meet all safety, training, and certification requirements for the transportation and use of a nuclear density gauge.

The process for obtaining certification in In-Place Density: Pass the written and performance examinations.

Course Length: approximately 5 days

Course Size: 12-15 recommended

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



TEST METHODS FOR IN-PLACE DENSITY QUALIFICATION

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

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



Embankment & Base/In-Place Density (EBTT/DTT) Qualification Process

For Material Testing Technicians

Embankment and Base / In-Place Density Qualification is designed for those technicians responsible for field sampling and testing of soils and soil-aggregate mixtures and field testing in-place density on soils, soil aggregate mixtures, aggregate products, and asphalt mixtures. Technicians include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

Technicians and their employer(s) are responsible to independently meet all safety, training, and certification requirements for the transportation and use of a nuclear density gauge.

The process for obtaining certification in Embankment and Base / In-Place Density:
Pass the written and performance examinations.

Course Length: approximately 5 days

Course Size: 12-15 recommended

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



TEST METHODS FOR EMBANKMENT & BASE/IN-PLACE DENSITY QUALIFICATION

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

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

**Performance exam consists of graphing a family of curves and calculations.



CONCRETE LABORATORY QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS

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 prerequisite and submit a completed Sampler / Tester (WAQTC) Registration / Rights and Responsibility 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 submit it to:

Jessika P. Doglietto
11331 W. Chinden Blvd.
Boise, Idaho 83714
Jessika.Doglietto@ltd.Idaho.gov



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

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

* The use of water as a capping media is acceptable for demonstration. Portions of the performance exam are oral.



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

Step #1:

DOCUMENTATION: Submit The Following:

- Registration / Rights and Responsibilities form (found in this manual)
- Check for \$1,000.00 (per submittal) **Checks must be made payable to: IDAHO TRANSPORTATION DEPT.**
- Documentation of qualification:
 - Certification per the requirements in ITD's Quality Assurance manual section 260.
 - 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 Elongated Particles 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.
- 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.
- 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
 - Other pertinent mix design data per Standard Specification section 405 subsection 405.03.
 - Mix Designs can be no older than two (2) calendar years from the date of submission.



- 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:

John Arambarri - STQC
Idaho Transportation Department
3311 W. State Street, Boise, Idaho 83703

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.

- Submit samples of aggregate to ITD for determination of G_{sb} (course & fine). Once ITD delivers the specific gravity test results to the applicant, the applicant must proceed by submitting the following.
- 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 applicants 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:**

SIEVE SIZE			TOLERANCE, % (\pm)
1 IN (25 MM)	THRU	NO. 4 (4.75 MM)	6.0
NO. 8 (2.36 MM)	THRU	NO. 30 (0.60 MM)	5.0
NO. 50 (0.30 MM)	THRU	NO. 100 (0.15 MM)	4.0
NO. 200 (0.075 MM)			2.0
Gmm AASHTO T209:			± 0.024
Gmb 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.
 - 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 Elongated Particles in Coarse Aggregate).
 - All certifications 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.



Appendix B : ITD Registration Rights and Responsibilities Form



Idaho Sampler Tester Qualification Program / WAQTC TTQP

“JAN 24”

REGISTRATION FORM

“JAN 24”

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)							
X	Qualification	Reciprocity X	ITD Only	Fee	Exam Fee	RE-QUAL	Other Fee
<input type="checkbox"/>	Aggregate Testing Technician (AgTT)	<input type="checkbox"/>	COURSE & EXAM		EXAM		
<input type="checkbox"/>	Asphalt I Testing Technician (AsTT)	<input type="checkbox"/>	COURSE & EXAM		EXAM		
<input type="checkbox"/>	Asphalt II Testing Technician (AsTT II)	<input type="checkbox"/>	COURSE & EXAM		EXAM		
<input type="checkbox"/>	Concrete Testing Technician (CTT)	<input type="checkbox"/>	COURSE & EXAM		EXAM		
<input type="checkbox"/>	Concrete Laboratory (CLTT) ITD only	<input type="checkbox"/>	COURSE & EXAM		EXAM		
<input type="checkbox"/>	Embankment & Base Testing Technician (EBTT)	<input type="checkbox"/>			EXAM		
<input type="checkbox"/>	In-Place Density Testing Technician (DTT)	<input type="checkbox"/>			EXAM		
<input type="checkbox"/>	EBTT & DTT Combined	<input type="checkbox"/>	COURSE & EXAM		EXAM		
<input type="checkbox"/>	Self-Consolidating Concrete Technician (SCCTT)	<input type="checkbox"/>	COURSE & EXAM		EXAM		
<input type="checkbox"/>	Sampler/Tester WAQTC Exam Administration (Proctor)	<input type="checkbox"/>	COURSE & EXAM		EXAM		
<input type="checkbox"/>	Super Pave Mix Design Tech (SPMDT)	<input type="checkbox"/>	Per Submission: INITIAL	\$1,000	RE-QUAL		\$200
<input type="checkbox"/>	American Concrete Institute Concrete Field Technician Grade 1 (ACI-CFT)	<input type="checkbox"/>	Reciprocity		no charge		
<input type="checkbox"/>	American Concrete Institute Concrete Strength Testing Field Technician	<input type="checkbox"/>	Reciprocity		no charge		
<input type="checkbox"/>	American Concrete Institute Self-Consolidating Concrete Testing Technician	<input type="checkbox"/>	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 submittal 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 Coeur d'Alene 83815	ITD District 2 PO Box 837 Lewiston 83501	ITD District 3 PO Box 8028 Boise 83707-2028
ITD District 4 216 S. Date St. Shoshone 83352	ITD District 5 5151 S. 5 th Ave. Pocatello 83204	ITD District 6 206 N Yellowstone Hwy Rigby 83442

☐ Passed Qualification ☐ Failed Qualification

STQP & WAQTC QUALIFICATION NUMBER

 Signature, ITD's STQP Chair or Designee

Requests for **reciprocity** will be addressed to Jessika.Doglietto@itd.idaho.gov or mail them to Attn: Jessika Doglietto 11331 W. Chinden Blvd, Boise, Idaho 83714

“Jan 24”

ITD's Sampler / Tester
Qualification Program

“Jan 24”

ITD's Sampler / Tester Qualification Program & WAQTC Transportation Technician Qualification
Program

RIGHTS AND RESPONSIBILITIES AGREEMENT

This document affirms that _____, hereinafter the Technician
(print name)

(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 qualifications held by the Tester including Inspector Qualifications (IQP)

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

Appendix C : ITD ACEC OF ID Agreement



**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 WATQC 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
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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 (<http://wagtc.acecoidaho.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.
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- 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 constructed 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.

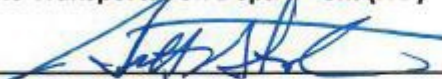
The American Council of Engineering Companies of Idaho (ACEC of ID)

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
