



**Sampler / Tester
Qualification Program**

RP & IH

REGISTRATION POLICIES & INFORMATION HANDBOOK

**Transportation Technician
Qualification Program**



ABOUT THIS HANDBOOK

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

COPYRIGHT WAQTC / NAQTC "1998"

Materials developed by Western Alliance for Quality Transportation Construction / Northwest Alliance for Quality Transportation (WAQTC / NAQTC) are copyrighted.

PERMISSIONS:

The WAQTC / NAQTC hereby grants you permission to use the materials for training and reference only.

You are granted permission to duplicate all "Microsoft Word" documents to hard copy format only.

RESTRICTIONS:

You are prohibited from adapting or modifying all materials, as well as charging or requesting donations for all materials without prior written permission from the WAQTC.

You are specifically prohibited from duplication of the WAQTC Introductory video, "Microsoft PowerPoint" presentations, or the "Adobe Acrobat" computer based training without prior written permission from the WAQTC.

Reproduction of any portion of an AASHTO test method in any format is strictly prohibited without written permission of AASHTO.

Requests for permissions should be directed to:

Garth Newman WAQTC Recorder / Historian
Idaho Transportation Department
P.O. Box 7129
Boise, Idaho 83702

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
COPYRIGHT	i
LIST OF ABBREVIATIONS	iv
IDAHO SAMPLER TESTER QUALIFICATION INTRODUCTION	1
WAQTC INTRODUCTION	1
MISSION	1
PURPOSE	2
BENEFITS OF MEMBERSHIP	2
ORGANIZATIONAL STRUCTURE	2
EXECUTIVE COMMITTEE	2
Accredited Contributing Members	2
TTQP QUALIFICATION ADVISORY COMMITTEE	3
SAMPLER TESTER OR AGENCY QUALIFICATION COMMITTEE	3
AGENCY REPRESENTATIVES AND CONTACT POINTS	3
ITD SAMPLER TESTER QUALIFICATION PROGRAM (STQP) AND WAQTC TRANSPORTATION TECHNICIAN QUALIFICATION PROGRAM (TTQP)	5
PURPOSE OF THE STQP & TTQP	5
TTQP OBJECTIVES	5
DEFINITION OF QUALIFICATION (QUALIFIED)	6
Who Must be Qualified?	6
Qualification Reciprocity	6
Disclaimers	7
CANDIDATES WITH DISABILITIES	7
SAMPLING AND TESTING QUALIFICATIONS	7
QUALIFICATION PROCESS	7
TTQP AGGREGATE QUALIFICATION PROCESS	10
TEST METHODS FOR AGGREGATE QUALIFICATION	11
TTQP ASPHALT QUALIFICATION PROCESS	12
TEST METHODS FOR ASPHALT QUALIFICATION	13
CONCRETE QUALIFICATION PROCESS	14
TEST METHODS FOR CONCRETE QUALIFICATION	15
TTQP EMBANKMENT AND BASE QUALIFICATION PROCESS	16
TEST METHODS FOR EMBANKMENT AND BASE QUALIFICATION	17
TTQP IN-PLACE DENSITY QUALIFICATION PROCESS	18
TEST METHODS FOR IN-PLACE DENSITY QUALIFICATION	19
STQP CONCRETE LABORATORY QUALIFICATION PROCESS	20
TEST METHODS FOR CONCRETE LABORATORY QUALIFICATION	21
STQP SUPERPAVE FIELD TECHNICIAN QUALIFICATION PROCESS	22
TEST METHODS FOR SUPERPAVE FIELD TECHNICIAN QUALIFICATION	23
STQP SUPERPAVE MIX DESIGN TECHNICIAN QUALIFICATION PROCESS	24

TABLE OF CONTENTS (Continued)

EXAMINATION ADMINISTRATION 26

REGISTRATION FORM 29

RIGHTS AND RESPONSIBILITIES AGREEMENT 30

PROGRAM MANAGEMENT 31

 QUALIFICATION REGISTRATION 31

 OUT-OF-STATE APPLICANTS 31

 FEES FOR QUALIFICATION 31

 RIGHTS AND RESPONSIBILITIES AGREEMENT 32

 CANCELLATION POLICY 32

 REFUND POLICY 32

 EXAMINATION 32

 Written Examination 33

 Performance Examination 33

 Re-examination 34

 Examination Materials Security 34

 Retention of Written Examinations 35

 PARTICIPANT NOTIFICATION 35

 LENGTH OF TECHNICIAN QUALIFICATION 36

 QUALIFIED TECHNICIAN REGISTRY 36

 COURSE EVALUATIONS 36

 UPDATES TO THE REGISTRATION, POLICIES, & INFORMATION HANDBOOK 36

 PROGRAM REVISIONS/UPDATES 37

 WAQTC WEB SITE 37

 QUALIFICATION RENEWAL POLICY 37

 REVOCATION OR SUSPENSION OF QUALIFICATION 37

 General Procedures Applicable to both Categories of Violation 38

 Administrative Suspension 39

 Process for Neglect 39

 Process for Abuse 39

 Process of Appeal 40

QUALIFICATIONS & RESPONSIBILITIES OF:

 INSTRUCTORS 36

 WRITTEN EXAM ADMINISTRATORS 40

 PERFORMANCE EXAM ADMINISTRATORS 41

 Performance Examiner (Proctor) Instructions Documents 41

 Lead Performance Examiner 42

 Violation of Requirements 42

LIST OF ABBREVIATIONS

AgTT	Aggregate Testing Technician
AKDOT & PF	Alaska Department of Transportation & Public Facilities
AQC	Agency Qualification Committee
AsTT	Asphalt Testing Technician
CDOT	Colorado Department of Transportation
CFLHD	Central Federal Lands Highway Division
CTT	Concrete Testing Technician
CLTT	Concrete Laboratory Testing Technician
DTT	Density Testing Technician
EBTT	Embankment & Base Testing Technician
FHWA	Federal Highway Administration
HDOT	Hawaii Department of Transportation
ITD	Idaho Transportation Department
LQP	Laboratory Qualification Program
MDT	Montana Department of Transportation
NMDOT	New Mexico Department of Transportation
ODOT	Oregon Department of Transportation
QAC	Qualification Advisory Committee
RP & IH	Registration, Policies & Information Handbook
STQP	Sampler Tester Qualification Program
SPFT	Superpave Field Technician
SPMDT	Superpave Mix Design Technician
STQC	Sampler Tester Qualification Committee
TxDOT	Texas Department of Transportation
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 Department of Transportation

**IDAHO TRANSPORTATION DEPARTMENT
SAMPLER TESTER QUALIFICATION PROGRAM
(STQP)**

INTRODUCTION

The purpose of the Idaho Transportation Department (ITD) Sampler Tester Qualification Program (STQP) is for conformance to State and Federal requirements that all persons who sample or test for ITD projects will be qualified. Valid Sampler Tester qualification(s) for ITD projects is / are only available through this program.

The ITD STQP includes both ITD and Western Alliance for Quality Transportation Construction (WAQTC) qualifications. The details for implementation of the program are contained in this manual.

**WESTERN ALLIANCE FOR QUALITY
TRANSPORTATION CONSTRUCTION
(WAQTC)**

INTRODUCTION

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

MISSION STATEMENT

Provide leadership in the pursuit of continuously improving quality in transportation construction.

Through our partnership, we will:

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

PURPOSE OF THE WAQTC

The WAQTC is comprised of at least one representative of each of the member Agencies. WAQTC is focused in three main areas. Standardizing test methods (WAQTC, AASHTO, & ASTM), accreditation of the Transportation Technician Qualification Program (TTQP), and working together on national programs of significant including research, training, 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 Committee
 - Contributing Member
 - Accredited Contributing Members
 - Advisory member
 - Guest
- Transportation Qualification Program (TTQP) Committees
 - Qualification Advisory Committee (QAC)
 - Agency Qualification Committee (AQC) (**IN IDAHO**) Sampler Tester Qualification Committee (**STQC**)

EXECUTIVE COMMITTEE

The Executive Committee 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.

• 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 Committee. 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.

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 Committee and reports directly to them. The QAC reviews the program and suggests changes or updates and ensures that the program continues to meet the highest standards. Additional information is contained in the TTQP Operating Agreement.

ITD'S SAMPLER TESTER QUALIFICATION COMMITTEE

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. They also may act upon other such matters required for the efficient operation of both programs. This committee may provide comments and suggestions to the WAQTC QAC, may review, compile, and provide comments obtained from the course evaluations to the WAQTC QAC.

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

REPRESENTATIVES AND CONTACT POINTS

Sampler Tester Qualification Committee Members (STQC or AQC)

Garth Newman CHAIRMAN (208) 334-8039	ITD	Jeff Miles (208)344-0565	LHTAC	Scott Neumann (208) 743-5710	Allwest
Jamie McCurie (208) 886-7845	ITD	Mike Merhar (208)323-9520	Terracon	Muhammad Zubery (208) 334-8021	ITD

REPRESENTATIVES AND CONTACT POINTS

WAQTC Executive Committee (Contributing Members)

Michael San Angelo - AKDOT&PF Michael_SanAngelo@dot.state.ak.us	Bryce Simons – NMDOT bryce.simons@state.nm.us
Richard Duval – CFLHD richard.duval@fhwa.dot.gov	Cole Mullis – ODOT jeffrey.l.gower@odot.state.or.us
Jim Zufall– CDOT james.zufall@dot.state.co.us	David Belser – TxDOT dbelser@dot.state.tx.us
JoAnne Nakamura – HDOT joanne.nakamura@hawaii.gov	Scott Andrus scottandrus@utah.gov
Michael (Mike) Santi – ITD mike.santi@itd.idaho.gov	Tom E. Baker – WSDOT BakerT@wsdot.wa.gov
Garth Newman – ITD Garth.newman@itd.idaho.gov	Howe Crockett – WFLHD Howe.Crockett@fhwa.dot.gov
Matthew Strizich – MDT mstrizich@mt.gov	

TTQP Contacts

Alaska AKDOT&PF	Gregory Christensen Phone: (907) 269-6248	Montana MDT	Misty Miner Phone: (406) 255-0130
Colorado CDOT	Alan Hotchkiss Phone: (303) 757-9981	Oregon ODOT	Sean Parker Phone: (503) 986-6631
Hawaii HDOT	JoAnne Nakamura Phone: (808) 832-3553	Utah UDOT	Wendy Tripp Phone: (801) 633-7619
Idaho ITD	Garth Newman Phone: (208) 334-8039	Washington WsDOT	Linda Hughes Phone: (360) 709-5412

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

Or:

Idaho Qualification Registry: www.itd.idaho.gov/highways/ops/materials/techqual/techqual.asp
Idaho Training & Qualification: www.itd.idaho.gov/Apps/TrainingCalendar/

Or:

by contacting the respective Agencies at the listed numbers.

ITD SAMPLER TESTER QUALIFICATION PROGRAM (STQP)

WAQTC TRANSPORTATION TECHNICIAN QUALIFICATION PROGRAM (TTQP)

PURPOSE OF THE ITD STQP

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

PURPOSE OF THE TTQP

The Transportation Technician Qualification Program (TTQP) 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.

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

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

TTQP OBJECTIVES

- To provide highly skilled, knowledgeable materials sampling and testing technicians
- To promote uniformity and consistency in testing

- To provide reciprocity for Qualified testing technicians between participating Agencies
- To create a harmonious working atmosphere between public and private employees based upon trust, open communication, and equality of Qualification

DEFINITION OF QUALIFICATION (QUALIFIED)

Within the context of this guide and program the term *Qualification* is defined as the end product for someone who has successfully met the requirements, as defined elsewhere in this guide, in one of the technical areas in which WAQTC offers such credentials.

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 utilize 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.

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 test results (documentation) with the accuracy and precision expected of the Sampler/Tester in accordance with the required test procedures.

Who Must Be Qualified?

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

Qualification Reciprocity

Technicians must successfully complete all requirements of a Qualification area to be considered Qualified by the TTQP in that area. A person completing these requirements, and holding a valid Qualification, will then be considered Qualified to perform those specific sampling and testing functions, only, falling under that Qualification 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 show proficiency in. The technician should be aware that, non-WAQTC Agencies may or may not accept any of these Qualifications. Each individual should verify specific Agency requirements prior to seeking employment.

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

Disclaimers

Qualification of an individual by the TTQP indicates only that the individual has demonstrated a certain level of competence on a written and/or performance examination in a selected field of activity. Members of the WAQTC that are also contracting Agencies may require this Qualification of individuals performing activities specified in work contracts or other activities.

Each individual or organization utilizing qualified individuals must make its own independent judgment of the overall competence of qualified individuals. The WAQTC specifically disclaims any responsibility for the actions, or the failure to act, of individuals who have been Qualified through the TTQP.

CANDIDATES WITH DISABILITIES

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

WAQTC SAMPLING AND TESTING QUALIFICATIONS

Aggregate Testing Technician (AgTT) Asphalt Testing Technician (AsTT)

Concrete Testing Technician (CTT) Density Testing Technician (DTT)

Embankment and Base Testing Technician (EBTT)

ITD STQP SAMPLING AND TESTING QUALIFICATIONS

Concrete Laboratory testing Technician (CLTT)

Superpave Field Technician (SPFT)

Superpave Mix Design Technician (SPMDT) ** Unique qualification process

QUALIFICATION PROCESS

A technician may become qualified by either of the following methods:

Method I

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

Method II

If a person is confident of their knowledge and experience in a Qualification subject area he/she may become Qualified 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 Qualification is subject to the limitations set forth elsewhere in this document.

The Qualification process is:

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

Blank
Page

TTQP AGGREGATE QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS

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

The Process for Qualifying in Aggregate:

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

Course Length: approximately 5 days

Course Size: 12-15 recommended

Prerequisites for being Qualified in Aggregate: None

Recommendation:

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

TEST METHODS FOR AGGREGATE QUALIFICATION

AASHTO/ WAQTC	PROCEDURE	TRAINING Classroom (C) Laboratory (L)	EXAM Written (W) Performance (P)
T 2	Sampling of Aggregates	C	W, P*
T 248	Reducing Samples of Aggregate to Testing Size	C, L	W, P
T 27	Sieve Analysis of Fine and Coarse Aggregate	C, L	W, P
T 11	Materials Finer Than 75 μm (No. 200) Sieve in Mineral Aggregates by Washing	C, L	W, P
T 255	Total Evaporable Moisture Content of Aggregate by Drying	C, L	W, P
T 176	Plastic Fines in Graded Aggregates and Soils By Use of the Sand Equivalent Test	C, L	W, P
T 335	Determining the Percentage of Fracture in Coarse Aggregate	C, L	W, P

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

TTQP ASPHALT QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS

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

The Process for Qualifying in Asphalt:

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

Course Length: approximately 5 days

Course Size: 12-15 recommended

Prerequisites for being qualified in Asphalt:

- None

Recommendation:

- The participant 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)
T 168	Sampling Bituminous Paving Mixtures	C	W, P*
R 47	Reducing Samples of Hot Mix Asphalt (HMA) to Testing Size	C, L	W, P
T 40	Sampling Bituminous Materials (methods 8 through 14)	C	W,
T 308	Determining the Asphalt Binder Content of Hot Mix Asphalt (HMA) by the Ignition Method	C, L	W, P
T 30	Mechanical Analysis of Extracted Aggregate	C, L	W, P
T 209	Theoretical Maximum Specific Gravity and Density of Bituminous Paving Mixtures	C, L	W, P
T 166	Bulk Specific Gravity of Compacted Bituminous Mixtures Using Saturated Surface-Dry Specimens	C, L	W, P
T 329	Moisture Content of Hot Mix Asphalt (HMA) By Oven Method	C, L	W, P

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

CONCRETE QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS

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

The Process for Qualifying in Concrete:

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

Course Length: approximately 3 days Course Size: 20-30 recommended

Prerequisites for being qualified in Concrete: None

Recommendation:

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

RECIPROCITY PROCESS:

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

Persons holding a valid ACI certification must submit a completed Sampler / Tester (WAQTC) Registration / Rights and Responsibility form (found in this manual) and either their certification number, or, a copy of their ACI certificate or card to the STQC chairman. Mail in an envelope marked "Confidential" to:

Garth Newman, STQC Chair
Idaho Transportation Department, P. O. Box 7129, Boise, Idaho 83707-1129

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

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

It is highly recommended when individuals receive reciprocity they review the testing standards listed on the following page. ACI's certification process requires performing ASTM standard test methods. ASTM standards may or may not be the same as the AASHTO and WAQTC standard test methods required by this qualification. By signing the Rights and Responsibilities Agreement form an individual pledges to follow the applicable AASHTO and WAQTC test methods when sampling or testing on jobsites requiring WAQTC qualifications.

TEST METHODS FOR CONCRETE QUALIFICATION

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

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

TTQP EMBANKMENT AND BASE QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS

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

The Process for Qualifying in Embankment and Base:

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

Course Length: approximately 5 days

Course Size: 12-15 recommended

Prerequisites for being qualified in Embankment and Base:

- None

Recommendation:

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

TEST METHODS FOR EMBANKMENT AND BASE QUALIFICATION

AASHTO/ WAQTC	PROCEDURE	TRAINING Classroom (C) Laboratory (L)	EXAM Written (W) Performance (P)
T 99	Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop	C, L	W, P*
T 180	Moisture-Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop	C, L	W, P*
T 272	Family of Curves-One Point Method	C, L	W, P
T 224	Correction for Coarse Particles in the Soil Compaction Test	C, L	W
T 255/265	Total Moisture Evaporable Content of Aggregate by Drying/Laboratory Determination of Moisture Content of Soils (This is a combined field operating procedure)	C, L	W,P
T 85	Specific Gravity and Absorption of Coarse Aggregate	C, L	W, P

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

- * Participating WAQTC members will require a written and performance examination on one of these two methods, which may require that a technician seeking employment in another Agency may have to show proficiency in a different method also.

TTQP IN-PLACE DENSITY QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS

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

The Process for Qualifying in In-Place Density:

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

Course Length: approximately 5 days

Course Size: 12-15 recommended

Prerequisites for being qualified in In-Place Density:

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

(A copy must be included with registration submittal.)

Recommendation:

- The participant 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 99	Moisture-Density Relations Using a 2.5 -kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop	C	
T 180	Moisture-Density Relations Using a 4.5 4-kg (10-lb) Rammer and a 457-mm (18-in.) Drop	C	
T 272	Family of Curves - One Point Method	C, L	W, P
T 224	Correction for Coarse Particles in the Soil Compaction Test	C, L	W
T 255/265	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 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	Maximum Specific Gravity of Bituminous Paving Mixtures	C	
T 166	Bulk Specific Gravity of Compacted Bituminous Mixtures Using Saturated Surface-Dry Specimens	C	
WAQTC TM 8	In-Place Density of Bituminous Mixes Using the Nuclear Moisture-Density Gauge	C, L	W, P

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

ITD STQP 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 shall meet the following prerequisite:

Prerequisites: All individuals **shall** hold either Concrete (CTT) or American Concrete Institute (ACI) Concrete Field Testing Technician Grade 1 (ACI-CFT) Sampler / Tester (WAQTC) qualification.

ITD Employee Process:

- Pass the written and performance examinations.

Course Length: approximately 4 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 submit a completed Sampler / Tester (WAQTC) Registration / Rights and Responsibility form (found in this manual) and either their certification number, or, a copy of their ACI certificate or card to the STQC chairman. Mail in an envelope marked "Confidential" to: Garth Newman, STQC Chair

Idaho Transportation Department, P. O. Box 7129, Boise, Idaho 83707-1129

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

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

It is highly recommended when individuals receive reciprocity they review the testing standards listed on the following page. ACI's certification process requires performing ASTM standard test methods. ASTM standards may or may not be the same as the AASHTO and WAQTC standard test methods required by this qualification. By signing the Rights and Responsibilities Agreement form an individual pledges to follow the applicable AASHTO and WAQTC test methods when sampling or testing on jobsites requiring WAQTC qualifications.

TEST METHODS FOR CONCRETE 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.

ITD STQP

SUPERPAVE FIELD TECHNICIAN QUALIFICATION PROCESS

Superpave Field Technician Qualification is designed for those individuals responsible for Laboratory testing of plant produced Hot Mix Asphalt (HMA). This HMA will be tested for volumetric properties. 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 as a Superpave Field Technician (SPFT) depends upon whether or not the individual is an ITD employee.

Prerequisites: All participants **shall** hold the Asphalt (AsTT) Sampler / Tester (WAQTC) qualification.

A copy of your qualification must be attached to the completed registration form.

ITD Employee Process:

- Attend training, both classroom and laboratory
- Pass the written & performance examinations.

NON-ITD Employee Process:

- Training is recommended.
- Pass the written & performance examinations.

Recommendation:

The participant should exhibit good mathematics and reading comprehension skills.

TEST METHODS FOR SUPERPAVE FIELD TECHNICIAN QUALIFICATION

AASHTO/ ASTM/ ITD	PROCEDURE	TRAINING Classroom (C) Laboratory (L)	EXAM Written (W) Performance (P)
T 312	Preparing and Determining the Density of Hot Mix Asphalt (HMA) Specimens by Means of the SuperPave Gyrotory Compactor	C, L	W, P
ITD Q.A. Manual Section 260	CALCULATIONS FOR: V_a , VMA, VFA, G_{se} , P_{ba} , P_{be} , DP	C	W

ITD STQP SUPERPAVE MIX DESIGN TECHNICIAN QUALIFICATION PROCESS

Superpave Mix Design Technician Qualification is designed for those individuals responsible for Superpave mix design development. Participants include contractor personnel, consulting engineering and materials testing firm personnel, and public agency personnel.

The process for qualifying as a Superpave Mix Design Technician (SPMDT) is a two step process.

Cost per submittal: \$1000.00

Qualification process:

Step#1: Submit the following:

- Registration / Rights and Responsibilities form (found in this manual)
- Check for \$1000.00 (per submittal) **Checks shall be made to: IDAHO TRANSPORTATION DEPT.**
- Qualification documentation for the following: Sampler / Tester Qualifications Aggregate (AgTT), Asphalt (AsTT), & Superpave Field Testing Technician (SPFT) Sampler / Tester (WAQTC) qualifications, 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 qualifications must be in good standing / valid.

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

- Written documentation that verifies education (formal and or on-the-job) and experience with Superpave Mix Designs.
- A minimum of three Superpave Mix Designs you have developed and that are signed by you as the designer. These materials must include all worksheets, test data, and other pertinent mix design data. These designs can be no older than 2 calendar years from the date of submission. These mix designs must be stamped and signed by a licensed engineer.

Submit the above items by mail in an envelope marked "Confidential." Electronic copies will not be accepted.

to: Garth Newman, STQC Chair
Idaho Transportation Department
P. O. Box 7129
Boise, Idaho 83707-1129

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

STEP #2: (performance)

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

- (a) Submit samples of aggregate to ITD for determination of Gsb (course & fine). Once ITD delivers the specific gravity test results to the applicant, the applicant shall proceed by submitting the following.
- (b) Submit the 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.

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 web page (see page 36).

When the materials submitted above do not confirm the volumetric properties, a second set of 5 samples shall 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 days before resubmission. Resubmission shall include all the requirements of an initial submission including fees. Additionally, provide written documentation that verifies a formal training course in Superpave Mix Design has been successfully completed during the time period between submissions.

EXAMINATION ADMINISTRATION

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

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

Written:

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

Performance:

All performance checklists must have 100% of the blanks checked “P” and each test method must be performed within the designated time limit.
- Re-examination Policy - Written/Performance
 - a. The examination process will be completed within 21 calendar days.
 - b. Anyone failing the written examination on the first attempt is required to retake and pass the written examination at the scheduling convenience of the Agency, if Qualification by the TTQP is still desired. In no case will the written exam be given before the next calendar day.

- c. Anyone failing a test method on the performance exam may repeat that trial during the day of the performance exam. However, a repeat trial will not be allowed if during the initial trial more than 50% of the total test methods are failed. Failure of any one of the prescribed test methods after two trials will constitute failure of the entire performance exam. Anyone failing the performance examination on the first attempt is required to retake and pass the performance examination at the scheduling convenience of the Agency, if Qualification is still desired.
- d. Individuals failing either examination the second time will be required to wait 30 days before retesting or attend the training course for that Qualification, if Qualification is still desired. It is strongly recommended that hands on training and practice in the qualification area take place during the 30 day wait.

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

Blank
Page

IDAHO SAMPLER TESTER QUALIFICATION PROGRAM / WAQTC TTQP

“NOV 10”

REGISTRATION FORM

“NOV 10”

Name:	Employer:
Home Address:	Employer’s Address:
Home Phone #:	Employer’s Phone #:
E-mail address:	Business E-mail address:
SSN # or ITD Employee#:	Qualification Number:

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

Desired Qualifications (select only one qualification per registration form)							
√			√	COST		√	COST
	Aggregate Testing Technician (AgTT)	COURSE & EXAM		\$500	EXAM		\$200
	Asphalt Testing Technician (AsTT)	COURSE & EXAM		\$500	EXAM		\$200
	Concrete Testing Technician (CTT)	COURSE & EXAM		\$400	EXAM		\$200
	Concrete Laboratory (CLTT) ITD Employees only	COURSE & EXAM		\$0	EXAM		\$0
	Embankment & Base Testing Technician (EBTT)				EXAM		\$200
	In-Place Density Testing Technician (DTT)				EXAM		\$200
	EBTT & DTT Combined	COURSE & EXAM		\$700	EXAM		\$400
	Super Pave Field Technician (SPFT)				EXAM		\$200
	Super Pave Mix Design Tech (SPMDT)			\$1000 per submission			
	<i>American Concrete Institute Concrete Field Technician Grade 1 (ACI-CFT) Reciprocity</i>						
	<i>American Concrete Institute Concrete Strength Testing Field Technician Reciprocity</i>						

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	<input type="checkbox"/> Passed Qualification <input type="checkbox"/> Failed Qualification
ITD District 4 216 S. Date St. Shoshone 83352	ITD District 5 PO Box 4700 Pocatello 83205	ITD District 6 PO Box 97 Rigby 83442	_____
STQP & WAQTC QUALIFICATION NUMBER			_____
Signature, ITD’s STQP Chair or Designee			

The technician’s full name, Qualification number, and Qualification will be listed on the ITD’s & WAQTC’s Web page upon successful completion of the Qualification requirements.

ITD's Sampler / Tester Qualification Program
“Nov 10” & WAQTC Transportation Technician Qualification Program “Nov 10”
RIGHTS AND RESPONSIBILITIES AGREEMENT

This document affirms that _____, hereinafter the Technician (Sampler/Tester), desires to be Qualified by the Transportation Technician Qualification Program (TTQP) and ITD's Sampler / Tester Qualification Program (STQP).

Qualification carries inherent rights and responsibilities. These rights include being exclusively sanctioned along with others so qualified by TTQP & STQP to perform sampling, testing, and reporting of test results for quality control and quality assurance programs. These responsibilities include performing and reporting tests with the accuracy and precision expected of the Sampler/Tester in accordance with the required test procedures. By signing this document the Sampler/Tester agrees to abide by all of the terms of the WAQTC TTQP & ITD's STQP included in the Registration, Policies, & Information Handbook and as set forth by the Idaho Transportation Department.

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

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

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

Revocation or suspension of one Qualification will be considered a revocation or suspension of all Qualifications held by the Sampler/Tester (Technician).

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. The disciplinary procedure may result in actions up to, and including, termination, as outlined in the ITD Human Resource Manual Chapter 13.

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

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

I, _____, have read, understand, and agree to abide by the rights, responsibilities, and penalties associated with receipt of this Qualification.
(print name)

Signature

Date

PROGRAM MANAGEMENT

The Idaho Transportation Department (ITD) may enter into contract to deliver training, and or, the exam portion of the qualification process with an outside provider. This provider must be approved by ITD's Headquarters Materials Engineer with concurrence from the STQC.

Approved providers are:

Training: none

Training & Examination: Idaho State University (Civil Engineering Technology Course)

Examination: American Council of Engineering Companies of Idaho (ACEC)
www.waqtc.acecofidaho.org/

QUALIFICATION REGISTRATION

To be eligible for Qualification each technician must complete a registration form and forward it to the appropriate address along with a check for any applicable fee, a signed and dated Rights and Responsibilities Agreement, applicable documentation of prerequisites, and other ITD required information. These materials must be received by the Agency at least two (2) weeks prior to the beginning of the Qualification course or examination process.

OUT-OF-STATE APPLICANTS

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

FEES FOR QUALIFICATION

The Idaho Transportation Dept. will assess applicant fees as deemed necessary. The applicant should verify the fees(s), if any, prior to registration. A fee schedule is located in the center of the registration form. Individuals should include the Sampler Tester (WAQTC) qualification requested on the check. The submittal should be mailed along with the registration form and other required documents. The submittal must be received there at least two (2) weeks before the start of the course or exam process. Only individuals employed by ITD will be exempt from qualification costs.

RIGHTS AND RESPONSIBILITIES AGREEMENT

All Qualifications will be contingent upon the technician signing a Rights and Responsibilities Agreement. This agreement will inform the technicians of the rights and responsibilities along with the consequences of the violation of these responsibilities. The technician will submit a signed agreement with their registration for Qualification.

CANCELLATION POLICY

The minimum size for a course and qualification should be three (3) with no minimum for re-qualification or just the examination process.

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

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

REFUND POLICY

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

EXAMINATION

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

Failure of either the written or performance portions of the Qualification will require re-examination and a passing grade in the exam(s) failed, if Qualification is still desired, subject to the criteria described herein. Once the examination process is started it must be completed within 21 calendar days.

Written Examination

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

The examination is closed book which requires that no technical materials or notes are allowed in the room during the examination. Calculations may be required for some questions; therefore, a battery-powered pocket calculator may be brought to the examination. Calculators may not be shared. The individual must bring No. 2 pencils and erasers and clean scratch paper if desired. All written exams will be administered within a specified time frame which will be consistent within each Agency. At the end of the designated period all exams and used scratch paper will be collected by the exam Administrator. Scratch paper will be destroyed. Exam scores are to remain confidential. The written exam material is not to be discussed with, or provided to, any unauthorized individual. The exam should be scored and the results given to the designated Agency person no later than the end of the first business day after the exam is given.

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

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

Performance Examination

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

Judgment will be based on the ability to correctly perform all required procedures for each of the methods based on criteria shown on the performance examination checklists (which are included in each Qualification subject area Instructor Guide and Participant Workbook at the end of each section). Omission of one or more of the prescribed procedures will constitute failure of that test method.

The inability to complete the test method within the designated time limit will constitute failure of the method. The examinee may perform one repeat trial of a failed method, at the Examiner's convenience, on the day of the exam; however, repeat trials will be allowed in not more than 50% of the total test methods in that performance exam. The examinee may request that a different Examiner administer a repeat trial of a failed test method. Failure of any one of the prescribed test methods after 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. All steps of the method must be performed, except that certain steps may be accelerated when properly explained to the Examiner.

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

The results of the performance examination, as well as all performance examination checklists, will be provided to the designated Agency person no later than the end of the first business day after the exam is given.

Re-examination

Re-examination for both the written and performance exams will be conducted according to the same criteria as the original examinations. The one exception is on the written examination. See pages 26 and 27 for detailed information. A participant may be eligible for re-examination subject to other restrictions outlined elsewhere in this manual. The applicant will make arrangements with the agency administering the exam for re-examination. In no case will a written re-examination be given before the next calendar day.

Individuals failing re-examination of either the written or performance exams will be required to wait 30 days before retesting or attend the training course for that Qualification, if Qualification is still desired.

Examination Materials Security

This policy applies to:

- all written examination materials, including blank exams, completed exams, and answer keys; and
- the 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 Qualification program:

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

Retention of Written Examinations

After each Qualification examination process, all used exam materials, both passing and failing, will be retained, in conformance to guidelines contained in the section entitled Examination Materials Security, by ITD 's Division of Highways Training section at Headquarters, for a period of two (2) years and will then be destroyed by shredding or other effective method. During the first year the WAQTC may require that these exams be forwarded to the WAQTC for objective evaluation.

PARTICIPANT NOTIFICATION (WHEN DO I BECOME QUALIFIED?)

Every effort will be made to notify, in writing, each participant in the Qualification requirements, whether successful or unsuccessful, of the status of their results by the Agency conducting the Qualification proceedings within a reasonable amount of time.

Should the participant not receive notification within two (2) weeks, he/she should check the web page at: www.itd.idaho.gov/highways/ops/materials/techqual/techqual.asp. If he/she does not find their qualification listed on the web page they should contact the Idaho Transportation Department. If the participant is unsuccessful in completing the Qualification requirements, the appropriate instructions will be included, if applicable.

All qualifications granted by the Idaho Transportation Department become effective when listed on this web page.

LENGTH OF TECHNICIAN QUALIFICATION

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

QUALIFIED TECHNICIAN REGISTRY

The Idaho Transportation Department shall make available a **Qualified Sampler Tester / Technician Registry** which will contain the following information.

- The successful participant's full name
- The area in which the Qualification is received designated by:

Aggregate	AgTT	Asphalt	AsTT
Concrete	CTT	Concrete Laboratory	CLTT
Embankment & Base	EBTT	In-Place Density	DTT
Superpave Field	SPFT	Superpave Mix Design	SPMDT

- The month and year of the Qualification expiration - (the last day of the month in which the initial exam portion of the Qualification was successfully completed, in the fifth (5) year after that initial exam)

COURSE EVALUATIONS

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

UPDATES TO THE REGISTRATION, POLICIES, & INFORMATION HANDBOOK

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

Even though every effort will be made to make current information available to everyone, it is the responsibility of the Qualification holder to keep current on new issues and to provide the ITD's Division of Highways Training section with address and employer changes if required.

PROGRAM REVISIONS / UPDATES

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

WAQTC WEB SITE (WWW.WAQTC.ORG)

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

QUALIFICATION RENEWAL POLICY

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

REVOCAION, SUSPENSION, OR DENIAL OF QUALIFICATION

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 qualification and disqualification have been adopted from the WAQTC Administrative manual which includes the Transportation Technician Qualification Program (TTQP).

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

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

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

Within 100 days of receipt of the request for investigation or other information, the STQC will review it for merit. If the information is found to have merit, the STQC will perform an investigation and an investigator may be assigned. A letter from the STQC detailing the incident will be sent to the person(s) whose conduct is in question (Respondent). The Respondent will be given an opportunity to respond in writing within 15 working 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.

Upon receipt of all information and responses as outlined above, the STQC will make a determination as to whether the violation falls under the definition of either Negligence or Abuse.

Negligence is defined as unintentional deviations from approved procedures or the unintentional failure to follow the requirements of the WAQTC Transportation Technician Qualification Program (TTQP) & ITD's STQP.

Abuse is defined as intentional deviations from approved procedures or the intentional failure to follow the requirements of the WAQTC Transportation Technician Qualification Program (TTQP) & ITD's STQP.

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

General Procedures Applicable to Both Categories of Violations:

Revocation or suspension in one Qualification area will be considered revocation or suspension in all Qualification areas held by the sampler / tester. Such revocations or suspensions will be in effect in all member Agencies of the WAQTC.

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.

Appealed revocations or suspensions shall be withheld pending the results of this 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 the ITD Human Resource Manual Chapter 13.

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 shall take place. Such Administrative Suspensions shall apply only after three (3) documented attempts to contact the respondent have been unsuccessful. The Administrative suspension shall 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 & 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 the 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 also 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 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 qualification 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 qualification. A second instance of this level of abuse will result in permanent revocation of all sampler / tester (WAQTC) qualifications. The STQC may also require the technician to attend additional training and retake the particular qualification exam before reinstatement.

Process of Appeal

After receiving notification of denial, suspension or revocation the respondent will be given an opportunity to appeal in writing within 15 working days of the date of the decision letter. Such an appeal must state the factual basis for the appeal and the reasons the appellant believes the decision was in error. Written appeals shall be directed to the Idaho Transportation Department, Division of Highways, Highway Program Oversight Manager (HPOM).

A copy of the notice of appeal will be delivered to the STQC Chairman upon receipt. Within 15 days of the receipt of the notice of appeal, the STQC Chairman or his designee will file a reply to the appeal, to the HPOM.

A decision will be sent within 45 days of the receipt of the notice of appeal. The decision of the HPOM will be final.

QUALIFICATIONS & RESPONSIBILITIES OF:

INSTRUCTORS

Instructors should meet the following guidelines:

- Experience in the test methods contained in the Qualification
- 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 hr. course "6.15 Sampler Tester (WAQTC) Administration"

Individuals wanting to administer just the written and performance exams must complete ITD's 8 hr. course: "6.16 Sampler Tester (WAQTC) Exam Administration"

EXAM ADMINISTRATORS

Exam Administrators (Examiners) shall not be a direct supervisor of those being Qualified, nor shall 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 Qualification 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 6.15 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 have experience in the test method (s) they are administering.

Examiners must have been qualified once 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.

Performance examiner (Proctor) Instructions Documents

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

- Materials preparation: What size and type of sample materials will be needed for the test methods.

- Saving Samples: After the exams are completed what to do with the sample materials.
- Grouping Test methods for Proctor Stations: How to group the test methods and the approximate times involved with the exams.
- Other materials: standard specifications with supplementals, 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 Qualifications 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 qualification materials.

Lead Performance Examiner

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 can not 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 Division of Highways Training 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 Qualifications” 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 manor as any other incident under “Revocation, Suspension, or Denial of Qualification”.

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.