

## Tennessee Department of Transportation Division of Materials and Tests

### Field Technician Certification Requirements (SOP 1-3)

Purpose- The purpose of this document is to establish the minimum qualifications for personnel involved in the sampling and testing of materials for process control, acceptance, and assurance purposes.

Background- Federal regulations (23 CFR 637B) require that all sampling and testing used in the materials and construction acceptance process be conducted by qualified technicians.

Policy- All TDOT and Contractor Personnel must be certified in the applicable TDOT certification workshops as required in the Standard Specifications, or when otherwise required. To become certified individuals must attend the classroom instruction and presentations, successfully complete the written examination, and successfully complete the sampling and testing proficiency demonstrations.

Certification from another State Highway Department, nationally recognized institution, or other approved agency may be acceptable for the **Soils & Aggregate, Concrete Field Testing, and Concrete Plant Quality Control Technician Courses** in lieu of the TDOT certification.

#### Applying for Reciprocity Approval-

STEP 1) Submit Request Letter to the following:  
Tennessee Department of Transportation  
Headquarters Materials & Tests  
Attn: Ms. Jamie Waller  
6601 Centennial Blvd.  
Nashville, TN 37243

STEP 2) Submit a detailed description of the certification course submitted for reciprocity including the course agenda, test methods, and specifications covered along with a copy of the certificate.

STEP 3) If reciprocity is granted then apply for TDOT certification by providing the following:

- Certification Fee (per individual per course)
- [Technician Registration Form](#)
- [Technician Certification Agreement Form](#)

De-certification- TDOT will assure all individuals that are certified continue to **correctly** perform and conduct the sampling and testing requirements their certifications represent. TDOT will maintain the right to revoke certifications from individuals whom:

- ◆ Improperly perform sampling, testing, or inspection of materials or workmanship to assure its acceptance or quality.
- ◆ Improperly report or falsify, quality control, acceptance, or assurance testing data,
- ◆ Deliberately and intentionally report data that was not obtained by testing,
- ◆ Accept materials or products that are obviously of poor workmanship and non-compliant with the TDOT Specifications.

Each infraction, as listed above, will be evaluated **on a case-by-case basis**. TDOT will determine the appropriate disciplinary action based on the severity, intent, type, and number of infractions. Disciplinary actions may include, written warning, verbal warning, temporary or permanent de-certification, re-examination, or others.

Also, upon successful completion of a certification course, every individual must complete the [TDOT Technician Certification Agreement](#) to receive their Certification cards.

The [Materials and Tests Division](#) website gives a full description of each certification course offered below. The Materials and Tests Division website also contains a course schedule and registration process for each certification course.

<b>Certification Program</b>	<b>Required for:</b>	<b>Certification Valid for:</b>	<b>Required Per Specification:</b>	<b>Description of Workshop</b>
Asphalt Roadway Paving Inspector	TDOT, <b>CEI</b> , and Contractor paving inspectors and foreman	5 years	407.14	Classroom presentation and written exam.
Asphalt Concrete Mixture Design Technician	TDOT Verification and Contractor Mix Designers	5 years	407.03(C)1	Classroom presentation, written exam, and <b>laboratory/test</b> proficiency demonstrations.
Asphalt Concrete Plant Technician	TDOT, <b>CEI</b> , and Contractor Acceptance and Process Control	5 years	407.03 (D)2(a)	Classroom presentation, laboratory/test demonstration, written exam, and <b>laboratory/test</b> proficiency demonstrations.
Class 1 Concrete Technician (Concrete Field Testing)	TDOT, <b>CEI</b> , and Contractor Field Acceptance and <b>Process Control</b>	5 years	501.03(B) 604.03(B)	Classroom presentation, test <b>method</b> demonstration, written exam, and <b>performance exam</b> .
Class 2 Concrete Technician (Concrete Plant Quality Control)	Contractor Concrete Plant <b>Process Control</b>	5 years	501.03(B) 604.03(B)	Classroom presentation, test <b>method</b> demonstration, and written exam
Class 3 Concrete Technician (Concrete Mix Design)	Contractor Concrete Mix Design	5 years	501.03(A) 604.03(A)	Classroom presentation, test <b>method</b> demonstration, and written exam.
Soils and Aggregate Technician	TDOT <b>and CEI</b> Acceptance	5 years		Classroom presentation, test <b>method</b> demonstration, and written exam.
<b>Hazardous Materials (Radiation Safety)</b>	TDOT Acceptance	<b>3</b> years	CL G-1	Classroom <b>presentation</b> and written exam.