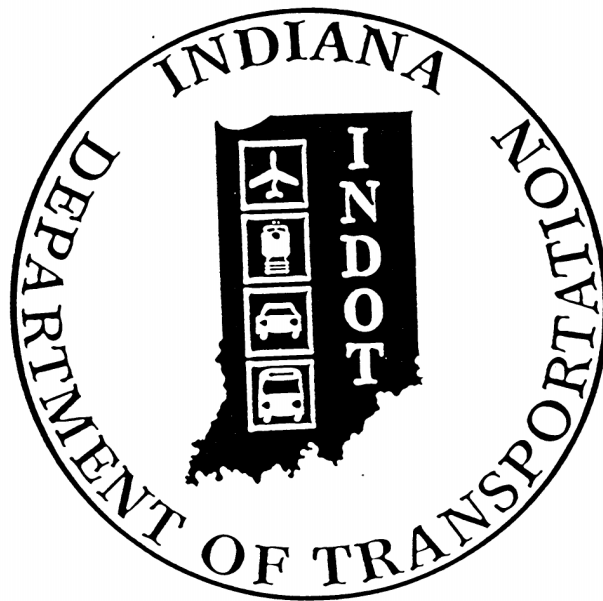


**CERTIFIED ASPHALT  
TECHNICIAN PROGRAM**



**PROCEDURES and POLICIES**

**MANUAL**

**OCTOBER 2010**

## **INDOT CERTIFIED ASPHALT TECHNICIAN PROGRAM**

### **Objectives**

The Indiana Department of Transportation (INDOT) has established a Certified Hot Mix Asphalt (HMA) Producer Program for the purpose of properly assigning Producer responsibilities for all aspects of the production of quality Hot Mix Asphalt. The Certified HMA Producer Program requires that the Certified Asphalt Technician compact and analyze the HMA specimens, conduct the maximum specific gravity test, and supervise all other sampling and testing of materials.

The principal objective of the Certified Asphalt Technician Program is to provide the necessary training to plant personnel so that they may administer quality control of the HMA. Knowledge of materials, mix design, HMA plants, laboratory test methods, and specifications are provided to enhance the technician's ability to meet the program requirements.

### **Administration**

The program is administered by INDOT and Rose-Hulman Institute of Technology. Specific duties of each agency include:

#### Rose-Hulman Institute

1. Course Announcement
2. Registration of Students
3. Manual Printing
4. Distribution of Funds
5. Monitoring the Examinations
6. Grading the Examinations
7. Notification to Students of Examination Results
8. Mailing Certificates
9. Maintenance of the Certified Asphalt Technician List
10. Recertification
11. Miscellaneous Administrative Tasks

#### INDOT

1. Writing and Maintenance of the Training Manual
2. Certificates
3. Retesting

### **Program Committee**

The Program Committee acts as the steering committee which establishes the needs for the certification program and provides technical assistance for course materials and examinations. The committee is composed of representatives from INDOT, FHWA, APAI, and Rose-Hulman Institute.

## **Certification Committee**

The Certification Committee is responsible for revocation or suspension of certifications for technicians. The Committee tasks include reviewing the violations of standard policies, rendering judgement of the seriousness of the violation, and hearing any subsequent appeal. A majority ruling of the Certification Committee is required for any decision. The committee is composed of the following members:

- Manager, Office of Materials Management
- 1 Representative of Rose-Hulman Institute
- 1 Asphalt Producer Certified Technician appointed by the APAI Technical Committee

## **Certification Requirements**

A technician is required to pass a written examination to become certified. The examination will be given at the completion of the training course. The technician may take the examination without attending the training course; however, failure to pass both parts of the examination or retake examination, if required, will necessitate the technician to attend the training course and pass the examination to become certified.

## **Training Course Announcement**

The announcement for the training course will be made in October of each year that the course is offered.

## **Certification Examination**

The examination time is limited to a maximum duration of four hours and the examination is open book/open note. There are two parts of the examination. Part I consists of multiple choice and fill in the blank questions, and Part II consists of word problems and other numerical calculations. A minimum score of 70 percent is required on each part to pass the examination. Notification of the examination results will be made within 15 days of the examination date.

A technician that has failed the certification examination will be allowed one retake of the exam. Only the part(s) failed are required to be retaken. A duration of 1 ½ hours for Part I and 2 ½ hours for Part II are allowed. The retake examination will be open book/open note and consist of a format similar to the original examination. The retake examination will be given at the INDOT Office of Materials Management within 45 days of notification of the technician's results of the original examination. A minimum score of 70 percent on each part is required to pass the retake examination. Technicians failing either part of the retake examination will be required to participate in the training course and pass the examination to become certified.

The examinations will be retained by Rose-Hulman Institute for a period of one year after such time the examinations will be destroyed. Technicians may review their examinations in the presence of a Rose-Hulman Institute representative within one year of the examination date. Arrangements for review of the examination shall be made with Rose-Hulman Institute.

## **Recertification Requirements**

The certification is valid for three years as determined from the date of initial issuance. A technician is required to pass a written examination to become recertified. If the technician does not renew the certification, the certification will expire. Renewal of the certification may be made within the subsequent year after expiration by passing both parts of the certification exam or retake examination, if required. If the technician requests to become recertified after one year beyond the expiration of the certification, the Certification Committee will review the request and render a decision on the certification requirements.

Technicians that have successfully demonstrated the proficiency required for certification will be recertified and are not required to take a written examination. The proficiency check will be required each of three years since the latest certification date for the Technician and will be conducted through the INDOT Independent Assurance Program.

The certified technician will be notified of the recertification procedures prior to the expiration of the certification. The technician is responsible for applying for certification renewal. A current address is required to be maintained on file with Rose-Hulman Institute. Address revisions are required to be sent to:

Dr. James L. McKinney  
Rose-Hulman Institute of Technology  
Civil Engineering Department  
5500 Wabash Ave.  
Terre Haute, IN 47803-3999  
812-877-8335  
Fax: 812-877-8440  
e-mail: [James.McKinney@Rose-Hulman.edu](mailto:James.McKinney@Rose-Hulman.edu)

A recertification refresher course will be offered prior to the examination. Course attendance is on a voluntary basis for the technician.

## **Recertification Examination**

The recertification examination may be taken in an INDOT District or at the site of the refresher course upon completion of the training. The examination is limited to a duration of 2 ½ hours, and is open book/open note. The examination consists of word problems and other numerical calculations, and a minimum score of 70 percent is required to pass the examination. Notification of the examination results will be made within 15 days of the examination date.

A technician that has failed the recertification examination will be allowed one retake of the examination. A duration of 2 ½ hours is allowed. The retake examination will be open book/open note and consist of a format similar to the original recertification examination. The retake will be given at the INDOT Office of Materials Management within 45 days of notification of the technician's results of the original recertification examination. A minimum score of 70 percent is required to pass the retake examination. Technicians failing the retake examination will be required to participate in the certification training course and pass the certification examination to become certified.

The examinations will be retained by Rose-Hulman Institute for a period of one year. After that period, the examinations will be destroyed. Technicians may review their examinations in the presence of a Rose-Hulman Institute representative within one year of the examination date. Arrangements for review of the examination are required to be made with Rose-Hulman Institute.

## **Fees**

The fee for attending the certification training course will be established by the Program Committee. The fee will cover a training manual, course materials, refreshments, and several meals.

The refund policy for the certification course fee is as follows:

1. An administration fee of \$100 will be charged for cancellation by the technician within 7 days of the course.
2. Lack of attendance of the course will result in no refund of fees.
3. Unforeseen emergencies that result in absences during the course will result in a refund of the course fee.

The fee for attending the refresher recertification course will be established by the Program Committee. The fee will cover a training manual, course materials, refreshments, and one lunch. No refunds will be given for the recertification course; however, unforeseen emergencies that result in absence of the course will result in a refund of the course fee.

Failure to pay the training course or examination fees will result in suspension of the certification.

## **Cancellation Policy**

If a scheduled certification course or recertification refresher course is cancelled because of insufficient class size, the technicians will be notified one week prior to the start of the course. The technicians will be reimbursed the course fee.

## **Revocation or Suspension of Certification**

Certifications awarded may be revoked or suspended at any time by the Certification Committee for just cause. The procedure that will be taken to revoke or suspend a technician's certification is as follows:

1. The technician will be sent written notification of the intent to revoke or suspend the certification by a registered letter. A copy of the written notification will be sent to the technician's employer. The letter will state the grounds for the revocation or suspension, request a written response, and establish a hearing date.

2. The technician will be allowed 60 days from the date of the notification to respond by letter. The response shall include an explanation of why the technician disagrees with the decision to revoke or suspend the certification.
3. After the 60 day time period has elapsed or upon receipt of the response, the case will be reviewed by the Certification Committee on the hearing date. The technician's response letter will be considered and the technician may appear before the Certification Committee.
4. The Certification Committee will issue a decision within one week of the hearing.
5. If the technician does not send a response letter, or fails to appear before the Certification Committee, a default judgement will be issued by the Certification Committee based on the evidence available. The revocation or suspension may be affirmed, modified, or vacated following the hearing.

The reasons that a technician's certification may be revoked or suspended include:

1. Cheating on recertification examinations
2. Falsification of quality control test results and/or records

The Certification Committee may decide to revoke or suspend the certification depending upon the seriousness of the violation. Violations deemed as unintentional will result in a penalty of a letter of reprimand to the technician and the technician's employer. Subsequent violations will result in suspension of certification for a designated period as determined by the Certification Committee. The certification will return to good standing after the period of suspension expires.

Intentional violations will result in a one year suspension of the certification. Subsequent violations will result in permanent revocation of the certification. If the technician wishes to become recertified after the period of suspension, the technician will be required to participate in the certification training course and pass the certification examination.