



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

DATE: March 8, 2021

TO: NCDOT Construction Unit, NCDOT Divisions, AGC, CAPA

FROM: Don Parker, PE, State Work Zone Engineer

SUBJECT: Work Zone Certification Program Update

DocuSigned by:
Don A. Parker 3/8/2021
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The Work Zone Traffic Control Section has updated the requirements of its Work Zone Certification Program. Significant updates include the launch of the Work Zone Education Verification App, approved trainer credentials for self-certifying companies and new requirements for the certified Work Zone Installer and Flagger. **Effective date of updates is July 1, 2021.**

New - Work Zone Education Verification App

The Department has launched a training records database, named the Work Zone Education Verification App (WZ-EVA) to allow our inspectors and resident engineers to quickly verify training credentials of work zone flaggers, installers, and supervisors in the field. Once an individual completes an approved training course, approved trainers will be required to upload training certifications to WZ-EVA and issue official wallet cards which are generated by the WZ-EVA system. NCDOT will not provide printed wallet cards except for workers with Virginia or South Carolina certifications as described later in this document.

Upon award of contract and before work begins, the contractor shall provide the Engineer the Work Zone certifications with expiration dates for employees by providing copies of the official wallet cards printed from the WZ-EVA.

Instructions for using the WZ-EVA can be found at Connect NCDOT Work Zone Safety Training webpage.

<https://connect.ncdot.gov/projects/WZTC/Pages/Training.aspx>

Work Zone Supervisor Certification

All personnel in charge of overseeing work zone temporary traffic control operations and installations inside the highway right of way will be trained in an NCDOT approved Work Zone Supervisor Course. Each will be required to have 2 years of traffic control

experience in flagging and lane closure installation. It is the responsibility of each employer to ensure accurate records are maintained.

The Work Zone Supervisor shall ensure all employees who perform traffic control duties on the project have the proper training and certifications to perform the work safely and accurately.

Recertification Requirements

Work Zone Supervisors shall be recertified every 4 years. The date is based on when they were issued their certification (card or certificate) from the approved training agency or company.

Companies that perform internal training for their employees can self-certify their employees provided they have a Department approved trainer, course, and examination.

Trainer Requirements

1. 3 years' experience in the road construction industry. Examples of qualifying industry experience include but not limited to the following:
 - a. Construction Foreman, Superintendent, Project Engineer, Project Manager
 - b. Flagging, Traffic Control Installation, and/or Pavement Marking Installation
 - c. Equipment Operator, Material Testing/Inspection and/or Utility work within highway R/W
 - d. Company Safety Officer or similar position knowledgeable in roadside safety.
 - e. Construction Engineering and/or Designing or Developing Temporary Traffic Control Plans and details
2. Completion of an approved Work Zone Supervisor course including a passing score on the exam.

Course Content Summary

Division 11 of the Standard Specifications and Roadway Standard Drawings, Rural and Interstate Resurfacing Requirements, proper methods/best practices of installation/removal of lane closures and road closures, Changeable message signs, work zone presence lighting, Digital Speed Limit Signs, Sequential Flashing Lights, High Visibility Devices, portable traffic signals/AFADs, Transportation Management Plans (TMP).

A comprehensive description of the minimum course requirements and exam requirements will be posted to the Connect NCDOT Work Zone Safety Training webpage.

Exam

Must have a **minimum of 50 questions** on the above content. A passing score is 80 or above and retesting is permitted.

Work Zone Installer Certification

At least one member of every crew responsible for setup, installation, and removal of traffic control devices within any highway right of way shall be trained and certified as a Work Zone Installer. The certified Work Zone Installer should serve as crew leader and shall be on site and directing the installation and removal of temporary traffic control.

All other members of the crew shall be certified flaggers, even if flagging is not being performed as part of the traffic control.

The Work Zone Installer does not replace or change the requirements of a Work Zone Supervisor as described in article 1101-13 of the Standard Specifications.

Training for this certification is provided by NCDOT approved training resources and by private entities that have been pre-approved to train themselves. It is the responsibility of each employer to ensure accurate records are maintained.

Recertification Requirements

Work Zone Installers shall be recertified every 4 years. The date is based on when they were issued their certification card from the approved training agency or employer.

Self-Certification

Companies that perform internal training for their employees can self-certify their employees provided they have a Department approved trainer, course, and examination.

Trainer Requirements

Self-certifying trainer requirements same as Work Zone Supervisor.

Course Content

Fundamentals of Temporary Traffic Control, Common Traffic Control Devices, Typical TTC Set Ups, Flagging Operations with best practices for safe installation and removal. A comprehensive description of the minimum course requirements and exam requirements will be posted to the Connect NCDOT Work Zone Safety Training webpage.

Exam

Must have a minimum of 25 questions on the above requirements. A passing score is 70 or above and retesting is permitted.

Work Zone Flagger Certification

All personnel involved with flagging operations **and all personnel participating in installation and removal of temporary traffic control regardless of whether flagging is part of the operation will be trained in an NCDOT approved flagger course.** It is the responsibility of each employer to ensure accurate records are maintained.

Recertification Requirements

Work Zone Flaggers shall be recertified every 4 years. The date is based on when they were issued their certification card.

Self-Certification

Companies that perform internal training for their employees can self-certify their employees provided they have a Department approved trainer, course, and examination.

Trainer Requirements

Self-certifying trainer requirements same as Work Zone Supervisor.

Course Content

Roadway Standard Drawing 1101.02, sheets 1 and 2, proper methods/best practices of flagging traffic for standard lane closures on 2 lane roadways, haul road crossings, and shoulder operations where lanes are open, personal protective equipment, communicating with public, proper positioning, hand signaling, escape, and night flagging. A comprehensive description of the minimum course requirements and exam requirements will be posted to the Connect NCDOT Work Zone Safety Training webpage

Exam

Must have a minimum of 20 questions on the above requirements. A passing score is 70 or above and retesting is permitted.

Virginia and South Carolina Certifications

If an individual has been certified as a flagger, installer, or supervisor in Virginia or South Carolina, the Department will issue a temporary North Carolina certification that expires in 1 year. After 1 year, the individual is required to be recertified by an approved training provider in North Carolina. To obtain a 1-year certification card, the individual shall email their current Virginia or South Carolina certification card and contact information to WZSafetyTraining@ncdot.gov.

Extension of Expiring 2020 Work Zone Certifications.

At this time, there is **no change to the extension** of work zone safety certifications which expired in 2020 through June 30, 2021 granted in the November 16, 2020 memo due to the Covid-19 pandemic. The extension remains to July 1, 2021.

Individuals with certifications from Virginia and South Carolina that started working in North Carolina under the one year grace period in 2019 through June 30, 2020 will be allowed to work with that existing certification until July 1, 2021. Any one-year grace

periods granted after June 30, 2020 will expire 1 year from the date the individual started working in North Carolina.

We will continue to monitor the availability of approved training and make further adjustments, as necessary.

For additional information on North Carolina's Work Zone Safety Qualification and Training Program, including past and current memos, approved training providers, and course/exam requirements please visit the Connect NCDOT Work Zone Safety Training webpage.

<https://connect.ncdot.gov/projects/WZTC/Pages/Training.aspx>

Please direct any question or concerns, to wzsafetytraining@ncdot.gov.

cc:

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