



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JAMES H. TROGDON, III  
SECRETARY

DATE: November 7, 2017  
TO: NCDOT, AGC, CAPA, ATSSA and  
NCDOT approved Trainers  
FROM: Steve Kite, PE, State Work Zone Engineer  
SUBJECT: Revised Work Zone Certification Requirements

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*Steve Kite*  
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The Work Zone Traffic Control Section has re-evaluated its certification programs after several years of implementation and has made a few significant changes to the program. We believe these changes will make it simpler and easier to get the required training as well as a less confusing method for keeping up with the employees' certification records. Below are the new requirements for the Work Zone Supervisor, Work Zone Installer (new), and Flagger certifications.

### 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. NCDOT will no longer issue cards or keep records on the Certification/Recertification of employees outside of our agency. Each Division will maintain training records for their employees. Upon award of contract and before work begins, the Contractor shall provide the Engineer the Work Zone Supervisor certifications with expiration dates for employees. A card issued by the certifying firm that shows the dates of certification/expiration or the employer certification will suffice. The Work Zone Supervisor shall ensure all employees who perform traffic control duties on the project have the proper training and certifications to safely and accurately perform the work they are required to do.

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.

Virginia/South Carolina Certifications-If a Work Zone Supervisor has been certified in Virginia or South Carolina, we will accept that certification for a period of 1 year. After the year, the

Work Zone Supervisor is required to be re-certified in North Carolina by an approved trainer or self-certified trainer provided the below conditions are met.

Self-Certification Trainer. Companies that perform internal training for their employees and do not train outside their company are allowed to self-certify their employees provided the following requirements are met.

**The Self Certification trainer shall be a Certified Work Zone Supervisor with a minimum of 8 years of highway/traffic control experience with 4 years as a Certified Work Zone Supervisor. The trainer will also be required to recertify with an outside training agency every 4 years.**

Any company desiring to train and certify work zone supervisors shall submit their trainer as well as their training materials and certification exam to the Work Zone Traffic Control Section for approval. The Work Zone Traffic Control Section reserves the right to keep a copy of these training materials for comparison purposes.

The exam must have a minimum of 25 questions on Division 11 of the Specifications and Roadway Standard Drawings, 25 Questions on Rural Resurfacing and Interstate Resurfacing requirements as well as proper methods/best practices of installation/removal of lane closures and road closures, 30 questions on the use of Changeable Message Signs, Work Zone Presence Lighting, Digital Speed Limit Signs, Sequential Flashing Lights, High Visibility Devices, portable traffic signals/AFADS. In addition, a minimum of 20 questions covering information contained in a Transportation Management Plan is required. The exam format will be approved by NCDOT. An exam score of 80 or above is required to be certified. Retesting is permissible until the employee scores 80 or above.

**Work Zone Installer Certification (New): Implementation Date-July 1, 2018**

All personnel involved with installation of lane closures or road closures on interstates and high speed freeways will be trained in an NCDOT approved installer course. Each member of a traffic control crew that installs lane closures or road closures in highly developed urban work zones will also be required to be trained. It is the responsibility of each employer to ensure accurate records are maintained. NCDOT will not keep records or issue cards on the Certification/Recertification of employees. Upon award of contract and before work begins, the Contractor shall provide the Engineer the work zone installer certifications with expiration dates for employees. A card issued by the certifying firm that shows the dates of certification/expiration or the employer certification will suffice.

Recertification Requirements- Work Zone Installers 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 employer.

Virginia/South Carolina Certifications- If they have been certified in Virginia or South Carolina, we will accept that certification for a period of 1 year. After the year, the Work Zone Installer is required to be re-certified in North Carolina.

Self-Certification- Companies that perform internal training for their employees and do not train outside their company are allowed to self-certify their employees provided the following requirements are met. The company must have an NCDOT approved Certified Trainer as defined herein above perform the Installer training.

They must submit their trainer as well as their training materials and certification exam to the Work Zone Traffic Control Section for approval. The Work Zone Traffic Control Section reserves the right to keep a copy of these training materials and certification exam for comparison purposes. The exam must have a minimum of 25 questions on Division 11 of the Specifications and Roadway Standard Drawings, a minimum of 15 questions on proper methods/best practices of installation/removal of lane closures and road closures, and a minimum of 10 questions on the use of Changeable Message Signs, Work Zone Presence Lighting, Digital Speed Limit Signs, Sequential Flashing Lights, High Visibility Devices, portable traffic signals/AFADS. The exam format will be approved by NCDOT. Each installer must score 70 or above to be certified. Retesting is permissible until the employee scores 70 or above.

### **Work Zone Flagger Certification**

All personnel involved with flagging operations whether lanes are closed or not will be trained in an NCDOT approved flagging course. Each member of a traffic control crew that controls traffic with a "STOP/SLOW" paddle will be required to be trained. It is the responsibility of each employer to ensure accurate records are maintained. NCDOT will not keep records or issue cards on the Certification/Recertification of employees. Upon award of contract and before work begins, the Contractor shall provide the Engineer all work zone certifications with expiration dates for employees. A card issued by the certifying firm that shows the dates of certification/expiration or the employer certification will suffice.

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

Virginia/South Carolina- If they have been certified in Virginia or South Carolina, we will accept that certification for a period of 1 year. After the year, the Flagger is required to be re-certified in North Carolina.

Self-Certification- Companies that perform internal training for their employees and do not train outside their company are allowed to self-certify their employees provided the following requirements are met. The company must have a Certified Trainer through a NCDOT Approved Flagger Trainer program or as defined herein above perform the training. They must submit their trainer as well as their training materials and certification exam to the Work Zone Traffic Control Section for approval.

The Work Zone Traffic Control Section reserves the right to keep a copy of these training materials and certification exam for comparison purposes. It must have a minimum of 20 questions on Roadway Standard Drawing 1101.02, sheets 1 and 2. 15 questions on proper methods/best practices of flagging traffic for standard lane closures on 2 lane roadways, flagging

traffic at haul road crossing, and controlling traffic for shoulder operations where the lanes are open, and 15 questions on the use of proper personal protective equipment, communication with the public, proper positioning, hand signaling, escape, night flagging, portable signals/AFADs. The exam format will be approved by NCDOT. Each flagger must score 70 or above to be certified. Retesting is permissible until the employee scores 70 or above.

The above requirements will become effective immediately and if anyone has any questions, feel free to contact me at [skite@ncdot.gov](mailto:skite@ncdot.gov) or Roger Garrett at [rmgarrett@ncdot.gov](mailto:rmgarrett@ncdot.gov).

Cc:

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