

## Engineering Technician I Trainee Program - PEF Trainee Progress Tracking Form



Note: The order of courses may change at the discretion of the NCDOT Contract Administrator, depending on project needs.

Trainee Name:

Personnel No. or Last 4 SSN:

New Hire Date:

| Trainee Level                     | Course  | Course Reference Number | Course Type           | Begin Date | Target Completion Date | Actual Completion Date | Test Score | Certification Obtained |
|-----------------------------------|---|-------------------------|-----------------------|------------|------------------------|------------------------|------------|------------------------|
| 1                                 | Safety  | SSC076                  | Self Study            |            |                        |                        |            | Not Applicable         |
|                                   | OSHA Construction 10-HR                                 | *                       | On-line or Instructor |            |                        |                        |            |                        |
|                                   | Construction Mathematics                                | SSC014                  | Self Study            |            |                        |                        |            | Not Applicable         |
|                                   | Highway Plan Reading                                    | SSC030                  | Self Study            |            |                        |                        |            | Not Applicable         |
|                                   | Basic Highway Inspection                                | SSC050                  | Self Study            |            |                        |                        |            | Not Applicable         |
|                                   | Beginning Construction Stakeout                         | SSC140                  | Self Study            |            |                        |                        |            | Not Applicable         |
|                                   | Basic Highway Engineering I                             | SSC070                  | Self Study            |            |                        |                        |            | Not Applicable         |
|                                   | Introduction to Asphalt Pavements**                     | CON250                  | On-line               |            |                        |                        |            | Not Applicable         |
|                                   | Erosion and Sediment Control, Level 1                   | ***                     | Instructor            |            |                        |                        |            |                        |
|                                   | Conventional Density                                    | MAT230                  | Instructor            |            |                        |                        |            |                        |
| 2                                 | Aggregate Base Course (ABC) Sampling                    | MAT210                  | Instructor            |            |                        |                        |            |                        |
|                                   | Borrow Pit Sampling                                     | MAT410                  | Instructor            |            |                        |                        |            |                        |
|                                   | Basic Highway Engineering II                            | SSC071                  | Self Study            |            |                        |                        |            | Not Applicable         |
|                                   | Structure Inspection                                    | SSC060                  | Self Study            |            |                        |                        |            | Not Applicable         |
|                                   | Nuclear Safety and Hazardous Materials                  | *                       | On-line or Instructor |            |                        |                        |            |                        |
|                                   | Nuclear Density Testing - Base Select and FDR Materials | MAT370                  | Instructor            |            |                        |                        |            |                        |
|                                   | Erosion and Sediment Control, Level 2                   | ***                     | Instructor            |            |                        |                        |            |                        |
|                                   | Concrete Field Technician - ACI                         |                         | Instructor            |            |                        |                        |            |                        |
| Concrete Field Technician - NCDOT |   | Instructor              |                       |            |                        |                        |            |                        |
| QMS Asphalt Roadway Technician**  | MAT535  | On-line or Instructor   |                       |            |                        |                        |            |                        |

\* Private Engineering Firm personnel must take this course through privately offered resources. For the OSHA Construction 10-hour course, a course completion card is required.

\*\* On-line asphalt training classes are offered through Stanly Community College.

\*\*\* The Erosion and Sediment Control classes are offered through NC State University.

|   |                |
|---|----------------|
| <b>Level I Completion:</b>  | Date Complete: |
| <b>Private Engineering Firm Project Manager:</b>  |                |
| <i>I attest that the Trainee listed herein has completed the required coursework, on the job training, and certifications to advance to the next level.</i> |                |
| Signature:  | Date:          |
| Printed Name:   |                |
| <b>Construction Unit:</b>   | Date:          |
| <b>Construction Unit:</b>   | Date:          |
| <b>Level II Completion:</b>   | Date Complete: |
| <b>Private Engineering Firm Project Manager:</b>  |                |
| <i>I attest that the Trainee listed herein has completed the required coursework, on the job training, and certifications to advance to the next level.</i> |                |
| Signature:  | Date:          |
| Printed Name:   |                |
| <b>Construction Unit:</b>   | Date:          |
| <b>Construction Unit:</b>   | Date:          |

**Instructions:**

The PEF Project Manager reviews this form with the Trainee at the beginning of the Training Program and establishes a timeline to complete their coursework and receive on-the-job training and applicable certifications. The PEF Project Manager updates the form as the Trainee progresses through the Training Program. Upon completion of the required coursework for each Level, the PEF Project Manager submits this form and the letter of recommendation from a NCDOT employee at a Technician Advanced level or above to the State Construction Engineer for approval to advance the Trainee to the next level. The PEF Project Manager copies the NCDOT Division Contract Administrator.