

## **Technician:**

# Review Technician Certifications

Sections

Overview Delete a Certificate from a Technician's Record Review Additional Technician Information

### **Review Technician Certifications**

Once a technician receives appropriate training, he or she receives a certification in that area.

This section discusses how to manage the certifications for a technician:

- Adding/Granting/Printing a certification for a technician.
- Changing the status of a certification to "Expired" or "Revoked".
- Viewing qualifications for a particular certification.

### Add Certifications and Grant/Print from Review Technician Certifications

**Step 1:** Click **Functions**→**Technician** → **Review Technician Certifications**. The **Technician Selection** window displays:

Technician ID: Staff Status: (All)   Last Name: Division/Unit: (All)   First Name: Office Location: (All)   SSN: Office Category: (All)	Reset
Certification Type: (All) Job Title: (All) Certification Status: (All) Certification Status: (All)	
Technician Name SSN Company Name Certification	n Type Certification Start
DK Cancel New Staf	<b>)</b>

**Step 2:** Enter the appropriate filter information and click the **Retrieve** button to search for a technician. This search will include all staff members listed in the HiCAMS and Vendor systems that meet your filter criteria.

The filters are defaulted to "All". This provides the ability to search for technicians who may not be "active" as staff in the Vendor/HiCAMS systems, but they possess certifications that remain in effect. If the technician' certification is active, this allows the technician to be selected for sampling, density tests, etc.:

Technician Selec	tion						?
Technici	an ID:			Staff Status: (All)			Retrieve
Last	lame:		2	Division/Unit: (All)			
First N	lame:		Of	fice Location: (All)	•		R <u>e</u> set
	SSN:		Of	fice Category: (All)	-		
Certification	Type: (All)		- E	Job Title: (All)	•		
Certification S	tatus: (All)		▼ 🛃 Otl	her Company:	4	2	
Technician ID	Name	SSN	Company Name	Certification Type	Certification Status		
666				Introduction to Asphalt Pavements	Active	07/11	
				Concrete Field Technician (Testing)	Active	10/24	
				Conventional Density Technician	Active	01/09	
				ACI Field Testing Technician - Grade I	Active	10/24	
				ABC Sampling School	Active	01/06	
				Conventional Density Technician	Pending	01/09	
				ABC Sampling School	Pending	01/06	
				Nuclear Safety & Hazardous Materials	TActive	03/05	
						<b>T</b>	
			<u>D</u> K <u>C</u> ane	cel <u>N</u> ew Staff			
		<u></u>					

**Step 3:** Select a specific technician from the lower portion of the window and click **OK**. The **Technicians** window will display, with any information that has previously been stored for the technician:

A Review Technician Certifications							-
Technician ID: 666 Technician:			SSN: Expiration: 12/31/	2075			<u>S</u> elect E <u>d</u> it Staff
Certification Class 0JT/Apprenticeship	Reports To	Address	Comment Histor	У			
Certification	Start	Expiration	Original Certification	Old Certification	Current Certification	Status	Comments
Concrete Field Technician (Testing)	10/24/2002	12/31/2006	10/24/2002		PCT-666	Active 👻	2
Conventional Density Technician	01/09/2003	12/31/2006	01/14/2003		CDT-666	Pending 👻	
ACI Field Testing Technician - Grade I	10/24/2002	12/31/2006	11/14/2002		ACI-666	Active 👻	
Introduction to Asphalt Pavements	07/11/2002	12/31/2005	06/21/2002		IAP-666	Active -	
Nuclear Safety & Hazardous Materials Training	03/05/2003	12/31/2075	03/07/2003		NUC-666	Active 👻	
ABC Sampling School	01/06/2003	12/31/2006	01/14/2003		ABC-666	Pending 👻	

#### **Certificates Tab:**

- **Step 1:** The **Certification** tab is displayed. If there are currently no certifications, a blank window will display.
  - **Note:** If a technicians staff record is expired on HiCAMS, all fields on this window will be protected and the staff record must be "unexpired" prior to any changes being made to the technician's certification.

The Original Certification Date field is always defaulted, as this information is maintained by the Vendor system, and cannot be edited.

**Step 2:** To bypass all of the course and prerequisite requirements and grant a certification to this technician immediately, click the **Insert** icon on the toolbar. The **Certificate Selection** window displays:

👌 Certific	ate Selection			? ×
Prefix	Certificate	Months To Expire	Status	<u> </u>
ABN	ABC Nuclear Density	12	Active	
ABC	ABC Sampling School	36	Active	
ACI	ACI Field Testing Technician - Grade I	48	Active	
AR	Associate QMS Roadway Technician	12	Active	
CWE	Certified Welder	36	Active	
PCB	Concrete Batch Technician (Batching)	48	Active	
PCT	Concrete Field Technician (Testing)	48	Active	
PCD	Concrete Mix Design Technician (Design)	48	Active	
CDT	Conventional Density Technician	36	Active	
P1H	Hot In-Place Level I Technician	36	Active	
IAP	Introduction to Asphalt Pavements	36	Active	
P1M	Level I Marshall Plant Technician	36	Active	
P1S	Level I Superpave Plant Technician	36	Active	
P2M	Level II Marshall Plant Technician	36	Active	
P2S	Level II Superpave Plant Technician	36	Active	
				<b>•</b>
	<u>D</u> K <u>C</u> ancel			

**Step 3:** Use the scroll bar to navigate to the certification to be granted. Select the appropriate certificate and click **OK**. The new certification is inserted to the bottom portion of the window and will be highlighted:

Technician ID: 666 Technician:		1	SSN: Expiration: 12/31	/2075			E	<u>S</u> elect <u>d</u> it Staff
Certification Class OJT/Apprenticeship	Reports To	Address	Comment Histo	Old Cartification	Current	Statur	Com	mante
Concrete Field Technician (Testing)	10/24/2002	12/31/2006	10/24/2002	Cerditedadin	PCT-666	Active		incines
Conventional Density Technician	01/09/2003	12/31/2006	01/14/2003		CDT-666	Pending	-	
ACI Field Testing Technician - Grade I	10/24/2002	12/31/2006	11/14/2002		ACI-666	Active	-	
Introduction to Asphalt Pavements	07/11/2002	12/31/2005	06/21/2002		IAP-666	Active	-	
Nuclear Safety & Hazardous Materials Training	03/05/2003	12/31/2075	03/07/2003		NUC-666	Active	-	
	01/06/2003	12/31/2006	01/14/2003		ABC-666	Pending	-	
ABC Sampling School							and the second sec	

**Step 4:** Enter the date the technician received the certification in the *Cert Date* field.

- **Note:** The Expires field is calculated based on the Certification Date + the Months to Expire date established for that certification type.
- **Step 5:** If you selected **Certified Welder** as a certification, you must specify the type of welding the technician is certified for.
  - 1 Click the **Welder** button in the **Certifications** window. The **Welder** window displays:

à Welder						? ×
	Fillet Flat: Vertical: Horizontal: Overhead:	<ul><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li></ul> <li></li>	Groove Flat: Vertical: Horizontal: Overhead:	<b>X X X</b>	Material Thickness 3/4" or Less: Unlimited: Not Applicable:	
	Diaphra	agm C Reinfo	Steel Piles: connections: Sole Plates: rcing Steel:			
Encaseme	Metal Sta ent Pipe (Under	y-In-P 24" D	lace Deck: iameter):			
Encasement Pi	pe (24" Diamete Testing Agenc	er and y: Froe	Larger): ehling & Roberts	on, Inc.		
			<u>[</u>	<u>i</u> k	]	

- **2** Choose the type(s) of welding the technician-received certification for.
- **3** Type the agency that tested the welder in the *Testing Agency* field.
- 4 Click the **OK** button.
- **Step 6:** To print only the certificate granted for this technician, simply highlight the row containing the certificate to be printed, and click the **Print** icon on the toolbar:

т	hnician ID: 666 echnician: Mullis David R			SSN: 2 Expiration: 1	246-57-1428					<u>S</u> elect
		r	11		1					E <u>d</u> it Staf
rtification	Class   OJT/Apprenticeship	Reports To	Address	Comment   H	History					
	Certification	Start	Expiration	Origina Certificati	l on Cert	Old tification	Current Certification	Statu	IS	Comments
oncrete Fiel	d Technician (Testing)	10/24/2002	12/31/2006	10/24/2002			PCT-666	Active	•	
onventional	Density Technician	01/09/2003	12/31/2006	01/14/2003			CDT-666	Pending	-	
CI Field Tes	ting Technician - Grade I	10/24/2002	12/31/2006	11/14/2002			ACI-666	Active	-	
troduction to	Asphalt Pavements	07/11/2002	12/31/2005	06/21/2002			IAP-666	Active	-	
uclear Safet	y & Hazardous Materials Training	03/05/2003	12/31/2075	03/07/2003			NUC-666	Active	-	
BC Samplin	g School	01/06/2003	12/31/2006	01/14/2003			ABC-666	Pending	-	
ertified Weld	ler	05/15/2003	05/15/2006	05/16/2003			CWE-666	Active	•	2
ertified Weld	ler	05/15/2003	05/15/2006	05/16/2003			CWE-666	Active	•	

**Step 7:** The **Print Certificate** window displays the Signature drop down lists. Select the Signature(s) to be used on the Certificate and click the **Print** button:

\lambda Print Certificate			? X
Certificate:	Certified Welder		
Signature 1:		<b>_</b>	
	Cecil Jones		-
Signature 2:	Christopher Bacchi		
	Mehdi Haeri		
	Randy K. Pace		
Print	Shannon Sweitzer		
	Steve Dewitt		
	Randy Pace (bad)		<b>.</b>
	•	l l	

If you wish to print more than one certificate, highlight the appropriate row on the Certificate tab and click the print icon. The highlighted certification must be in an "Active" status, or you will receive an error message, such as the example shown below:

Print Cert	ificate 🔀
	Technician 1828 does not have the ABC Nuclear Density certification.
	OK

Note: To select a specific printer, click Print Setup button.

#### Delete a Certificate from a Technician's Record

Once you save the information in the **Certifications** tab of the **Technician's** window, a certification cannot be deleted. However, it is possible to *change the status* to "Expired", or "Revoked" which makes the certification *invalid* for that technician.

To change a certification status to "Expired" or "Revoked":

#### **Step 1:** Click Functions→Technician→Review Technicians Certifications.

- **Step 2:** Select the technician name whose certification you want to change.
- **Step 3:** Select the appropriate certification, click the drop down arrow in the *Status* field and select "Expired" or "Revoked".
- **Step 4:** Click **File**  $\rightarrow$  **Save** or click the **Save** icon on the toolbar.

#### Temporarily Extend a Technician's Certification

Occasionally, it may become necessary to temporarily extend a technician's certification to provide sufficient time to attend a class to complete the re-certification process. To accomplish this, the technician's certification status must be changed from "Expired" (which is automically set when Certification Expiration Date has passed) to "Provisional":

**Step 1:** Click Functions→Technician→Review Technicians Certifications.

- **Step 2:** Select the technician name whose certification you want to change.
- **Step 3:** Select the appropriate certification, click the drop down arrow in the *Status* field and select "Provisional".

- **Step 4:** Enter a new expiration date.
- **Step 5:** Click **File** → **Save** or click the **Save** icon on the toolbar.

#### **Review Additional Technician Information**

#### Class Tab:

**Step 1:** Select the **Class** tab. If the technician has *attended* any classes, they will be listed in this tab. Classes the technician has enrolled for but not yet attended will not be displayed:

Tec	hnician ID: 10961 Technician: Church, Lisa		Expi	SSN: 000-00-0000 ration: 12/30/2075			<u>S</u> elect
fication	Class OJT/Apprenticeship R	eports To Ad	dress Com	ment History			E <u>d</u> it Staf
	Course	Class Date	Test Date	Test	Score	Pass	Retest
certificatio	on Concrete Field Technician	09/25/2001	09/25/2001	ACI Field	100.00	Y	
certificatio	on Concrete Field Technician		09/25/2001	ACI Written Test	100.00	Y	
certificatio	on Concrete Field Technician		09/25/2001	NCDOT Field Re-certification Test	86.00	Y	
allanaut	Common						

**Note:** The Start Date will automatically change to be the day after the certification's orignal expiration date.

**Step 2:** To review additional information about the class, select the class and click the **Go To** button. The **Review Class Enrollment** window will display.

#### **OJT/Apprenticeships Tab**

**Step 1:** Select the **OJT/Apprenticeships** tab. Use this tab to enter any Apprenticeships, if applicable. Click the **Insert** icon on the toolbar to insert a blank row. Click the drop down menu to select the appropriate program:



When a certification requiring an Apprenticeship period or On the Job training program is granted, the certification may be granted in a "Pending" status. Once the program obligation has been completed, the Apprenticeship/OJT information must be entered on this tab. The certification status must then be manually changed to "Active".

- **Step 2:** Enter the program **Score** and **Completion** date.
- **Step 3:** If the program entered includes On the Job training, the Final Review Technician field must be completed. If the Final Review Technician holds the appropriate final review certification, the **Approved FRT** indicator. To select a **Final Review Technician**, click the Staff icon. The **Staff Selection** window will display.
  - **Note:** If OJT, the Final Review Technician, Completed Date and Score are all required fields.

#### **Reports To Tab:**

**Step 1:** View the fields in the **Reports To** tab:

Review Technician Certifications		
Technician ID: 666	SSN:	<u>S</u> elect
Technician:	Expiration: 12/31/2075	E <u>d</u> it Staff
Certification Class OJT/Apprenticeship	Reports To Address Comment History	
Division/Unit: 10		
DOT	Non-DOT	
Supervisor: Payne, Benton G	Producer/Supplier:	
Title: Division Engineer	Other Company:	2
	Supervisor: Diggs	9
	Title:	

Step 2: If the technician is a DOT employee, review the name of the DOT manager the technician reports to. If an update to information on this tab is necessary, this must be performed via the Staff window. Select the Edit Staff button (authorized users only). The Staff window displays:

Staff - Mullis, David R General Address		
DOT		HiCAMS Security
SSN:	• •	Organization: Division 10
Last Name:		Group: Project Inspectors
First Name:		
Middle Name:		Expiration: 12/31/2075
Nick Name:		Dauska Laat
Display Name:		Access: V Login: 00/00/0000
Job Title:	Construction Technician	Non-DOT Producer/
User ID:	54157notasgn	Supplier:
Office:	Resident Engineer - Albemarle	Other 🦉
Alt Office:	(None)	Company:
Division/Unit:	10 Technician ID: 666	
Supervisor:	Payne, Benton G 👷 👷	Supervisor: Diggs 🖉
Title:	Division Engineer	Title:
Mobile Phone: Pager Phone:	( ) - PIN:	Notif Proxy: ,
	<u><u> </u>K</u>	Cancel

The *Supervisor* field will be defaulted to the RE for the technician's location or division. The **Non-DOT** section of the window will be disabled for update.

**Step 3:** If the technician is a Non-DOT employee, complete the fields under **Non-DOT** portion of the window.

Enter the name of the Producer/Supplier the technician employed with by clicking the Producer/Supplier icon and searching for the name. If the technician is not employed with a P/S, the *Other Company* name must be entered.

#### Addresses Tab:

**Step 1:** Click the **Addresses** tab. *Office Address* and *Office Mailing Address* information will default based on the *Office* location or *Producer/Supplier* information entered on the **General** tab. Enter the technician's home and mailing addresses:

Certifications	Classes	Apprenticeships	Reports To	Addresses Comm	nents	History			
Office A	ddress —			Staff Home	Addr	ess —			
Address:				Address:					
City:				City:					
State:			•	State:	North	Carolina		-	
Zip:				Zip:					
				Phone:	() ·	-	Ext:		
				Fax:	() ·				
				E-Mail:					
				Staff Mailir	g Ado	iress —			
				Address:					
				City:					
				State:	North	Carolina		•	
				Zip:					
				Phone:	( ) ·		Ext:		
				Fax:	( ) ·	-			
				E-Mail:					

The *Office Address* and *Staff Home/Mailing* address information on this window will be populated from information entered in the **Staff** window. Any changes to this information must be made via the **Staff** window (authorized users only).

If a Producer/Supplier exists on the **Reports To** tab, the *Office Address* will display the *Main Office* address of the Producer/Supplier. If none of the *Producer/Supplier* addresses have been designated as the main office, the *Office Address* will display the first address listed for the Producer/Supplier.

#### **Comments Tab:**

**Step 1:** Select the **Comments** tab. Enter a technician-specific comment:

Certifications	Classes	Apprenticeships	Reports To	Addresses	Comments History
					i <u>a</u>
					<b>v</b>

#### **History Tab:**

**Step 1:** Select the **History** tab to view additions/updates to the technician's certifications:

Certification	New Status	Old Status	Cert Date	Cert Expires	Who	Last Up
ABC Nuclear Density	Active	Active	11/07/2001	12/31/2002	CONV5.4	9/18/2002 1
ABC Sampling School	Expired	Expired	03/10/1992	12/31/1995	CONV5.4	9/18/2002 1
Concrete Field Technician (Testing)	Expired	Expired	01/01/1900	06/18/2001	CONV5.4	9/18/2002 1
Level II Marshall Plant Technician	Active	Active	06/18/2001	12/31/2004	CONV5.4	9/18/2002
Mix Design Technician - Superpave	Active	Active	02/20/1999	12/31/2002	CONV5.4	9/18/2002 1
QMS Nuclear Density Technician	Pending	Pending	02/21/2002	12/31/2005	CONV5.4	9/18/2002
QMS Roadway Technician	Active	Active	02/05/2000	12/31/2003	CONV5.4	9/18/2002
Superpaye Mix Design School	Active	Active	02/20/1999	12/31/2002	CONV5.4	9/18/2002

Revised 12/7/2012 - renumbered because of addition of Project Closeout module. MBNovello