

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
MATERIALS AND TESTS UNIT - SOILS LABORATORY**

**Certification Policies - Materials Technicians Aggregate Assessment Certification Program**

**Program Description:** This Program will certify Materials Technicians in the proper testing procedures for aggregate materials. Materials Technicians must be certified to perform assessments of QC/QA Aggregate certified technicians. This Program has two certification levels. Level I includes AASHTO T11, T27 and T88. Level II includes all tests for Level I along with AASHTO T89 and T90. An individual must obtain a Level I certification prior to obtain a Level II certification.

**Prerequisites:** Successfully complete the QC/QA Aggregate Sampling and Testing Class.

**Duration of Certification:** 5 years

**Registration:** Complete and submit (electronically) registration form from the M&T website: [http://www.ncdot.org/doh/operations/materials/tschedule12/default\\_12.html](http://www.ncdot.org/doh/operations/materials/tschedule12/default_12.html). A Technical Trainer will contact to schedule an appointment to begin the certification process.

**Certification Process:** The certification process will involve three steps and each step must be successfully completed. If desired, the Materials Technician may request and receive training from either the Central or one of the Regional Laboratories.

**Step 1** - Technical Trainer must observe the Materials Technician performing the tests and complete a checklist certifying the Technician has demonstrated knowledge of all procedures. This step can be completed at either the Central or one of the Regional Laboratories. After satisfactory completion of the hands-on demonstration, the Materials Technician will take an open-book written examination. The minimum passing grade is 80.

**Step 2** – The Materials Technician must contact C. K. Su at the Central Laboratory and schedule an assessment evaluation. Upon arrival, the Materials Technician must provide a copy of the completed checklist (from Step 1) and perform an assessment on a designated laboratory technician. While conducting these tests the laboratory technician may or may not have purposeful variations embedded in the procedures. These variations (if any) must be identified and recorded on the assessment form.

**Step 3** – Once the Materials Technician passes Step 1 & 2 he/she will be entered into HiCAMS and a certification will be granted. If the Materials Technician fails any part of the process he/she will be allowed one more attempt. If the Materials Technician fails again, the Field Operations Engineer will be notified. If requested by the Field Operations Engineer the certification process will start over with **Step 1** at the Central Laboratory.

**Frequency of Assessment:** The Materials Technicians will be assessed annually.

**Annual Assessment:** If desired, the Materials Technician may request and receive training from either the Central or one of the Regional Laboratories. The Materials Technician will contact Jim Sawyer at the Central Laboratory to schedule an appointment with a Technical Trainer. The process described in the **Step 1** will be conducted. If the Materials Technician fails the written exam or the assessment is “Unsatisfactory”, the Field Operations Engineer will be notified and the Materials Technician’s Aggregate Assessment Certification will be suspended. In order to regain their certification, the Materials Technician must complete the certification process beginning with **Step 1** in the full Certification Process. A copy of the assessment checklist and exam will be retained in a database at the Central Soils Laboratory.