**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

**MATERIALS AND TESTS UNIT**

**GEOMATERIALS SECTION**

CERTIFICATION POLICIES: AGGREGATE QC/QA TESTING SCHOOL

(MAT 405)

**Course Description:** This course is part of the Quality Control/Quality Assurance (QC/QA) Program for aggregate producers and is designed to instruct technicians and engineers in procedures for testing aggregate samples. Prior to testing aggregate for quality control acceptance purposes, the technician must be certified by the Department.

**Prerequisites:** Submit “Precertification Request Form” to the Aggregate QC/QA Engineer and/or an Aggregate QC/QA Specialist, be Pre-Certified by an Aggregate QC/QA Specialist, and complete the Aggregate QC/QA Sampling School (MAT 400)

**PDH Hours:** N/A

**Length of Class:** 4 hours

**Course Materials:** Pencil, pen, highlighter, calculator (Non Mobile Device), and notepad

**Provided Materials:** Aggregate Quality Control/Quality Assurance Program Manual

**Fees:** $75.00 (nonrefundable) **Price to increase to $100 for classes scheduled after July 1, 2021**

**Fee Policies:**

1. No one may attend a class unless he/she has been registered and paid the registration fee. Payment can only be made with credit card (or Cost Center for students employed by NCDOT) All attendees should present proof of confirmation upon arriving to the class.
2. If the student is unable to attend the class, the Geomaterials Section must be notified at least 5 days prior to the class starting. Upon notification the student will be unregistered for the class and a refund granted. The student must then re-register, and make payment, for a future class of their choosing. Students who are registered for a class, may not be substituted with another student if they are unable to attend.
3. If the student fails to attend the class, or fails to notify the Geomaterial Section within 5 days that they will be unable to attend the class, he/she will not be granted a refund. The student may attend a class at a later date, but must register for the next class and pay another registration fee.
4. If a student attends class, but fails the exam, that student may register for an Aggregate QCQA Sampling Retake Exam for a $50.00 charge. This retake exam can be administered at the technician’s place of business, or location arranged by an Aggregate QC/QA Specialist. Please contact the Aggregate QC/QA Engineer or classroom instructor to schedule this retake.
5. If a student fails the classroom exam, and wishes to sit for another class, rather than choosing the retest option, **or** if the technician fails the retake exam, they must register for a classroom session at the full registration price.

**Certification Process:** Must meet prerequisites listed above, attend class, and pass a written exam. The exam is open book, and the minimum passing grade is 80. Grades will be posted shortly after the class date on the Connect NCDOT webpage. Once the technician successfully completes the class he/she will be entered into HiCAMs with an “active” status. First time students will be issued a QR Code Certification Card, which when scanned, will list the student’s certification details. The certification is valid for 5 years from the date of attending class. If warranted, the Aggregate QC/QA Engineer can revoke a certification at any time.