

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

**CERTIFICATION POLICIES: QC/QA AGGREGATE SAMPLING SCHOOL
(MAT 400)**

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 obtaining aggregate samples. Prior to sampling aggregate for quality control acceptance purposes, the technician must be certified by the Department.

Prerequisites: None

PDH Hours: N/A

Length of class: 4 hours

Course Materials: Pencil, pen highlighter, and notepad

Provided Materials: QC/QA Program Manual and QC/QA Sampling and Testing Manual

Fees: \$50.00 (nonrefundable)

Fee policies:

1. If the technician can not attend the class, the Soils Laboratory must be notified at least 24 hours prior to class starting. Upon notification the technician can attend class at another date (no additional fees apply).
2. If the technician fails to attend the class, he or she can not attend a class at a later date. The technician must re-register for the next class and pay another registration fee.
3. If a technician is registered for a class and leaves the company prior to class, another technician may attend in their place.
4. No one may attend a class unless he/she has been registered and paid the registration fee.
5. If the technician attends a class and fails the test, he/she may attend ONE additional class at no charge. When re-taking the class, make a note at the top

of the enrollment form as "RE-TEST" and include the date the technician originally attended the class. If the technician fails the test a second time, the registration fee will be charged to retake the class a third time

Certification Process: Must attend class and pass a written exam. The exam is open book and the minimum passing grade is 80. Once the technician successfully completes

the class he/she will be entered into HiCAMs with a “active” status. The certificate will be sent to the Materials Inspector and he/she will deliver the certificate and observe the sampling procedures of the technician. Once the Materials Inspector is satisfied with the technician sampling procedures, they will issue the card and certificate. The certification is valid for 3 years from the day of attending class. If warranted, a Technical Trainer can revoke a certification at anytime.