

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

**CERTIFICATION POLICIES: QC/QA AGGREGATE 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: Pre-certified by a Technical Trainer and successfully completed QC/QA Aggregate Sampling School (MAT 400)

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 meet prerequisites listed above, 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 requirements he/she will be entered into HiCAMs with a "active" status. The certificate will be sent to the technician and the certification will be valid for 3 years from the day of attending class. If warranted, a Technical Trainer may revoke a certification.