MEMORANDUM

DATE: April 1, 2019

TO: Aggregate Producers

FROM: Christopher D. Whitley – Aggregate QC/QA Engineer

SUBJECT: QC/QA Aggregate Sampling and Testing Training Classes

This memorandum contains information regarding the Aggregate Quality Control/Quality Assurance (QC/QA) training classes that will be offered by the NCDOT Materials and Tests Unit (M&T) during the calendar year 2019. Specifically, this memorandum addresses the requirements and processes for class registration.

Registration can be completed by accessing the Materials and Tests webpage at https://connect.ncdot.gov/resources/Materials/Pages/QCQAAggregateSamplingTestingClass.aspx. After selecting the appropriate class, you will be directed to RegOnline, a website where you can complete your registration and make payment for the class. A non-refundable registration fee of US $75.00 is required to attend sampling only (morning session) and a US $150.00 fee applies to attend sampling and testing (morning and afternoon sessions) (This price increase effective as of 7/1/2019). Make checks or money orders payable to “NCDOT Materials and Tests Unit”. If by check or money order, for ease of processing, please indicate who and what class the payment is for. Payment may also be submitted by credit card using the RegOnline website. For questions concerning RegOnline, please call Kathy Rogers at 919-329-4091.

Personnel, who are to be certified or recertified for only sampling aggregates, will not be required to be precertified to become a QC/QA Sampling Technician. These students must attend the morning session of the class beginning at 8:30 a.m. and sit for the morning sampling exam. Class and exam will be finished by 12:00 noon.

Personnel, who are to be certified for both sampling and testing aggregates, will be required to be precertified prior to attending the class. This precertification will consist of an M&T representative observing the student perform sampling and testing of aggregate. Upon completion of the precertification process the student must then attend the full day of class and sit for both the morning sampling exam and evening testing exam. Class will begin at 8:30 a.m. and should be dismissed by 5:00 p.m.
The intent of the precertification process is not to be an in depth training session, but rather, a verification that the student has sufficient knowledge of the sampling/testing procedures that would assist the student in successfully completing the classroom training. To ensure new students are prepared for the class and exams, M&T is requesting that new students have hands on training by their company, and that this training be documented and signed off by the staff member who conducted the training (preferably a certified QC Technician) prior to precertification. Please complete the attached “Request for Precertification” form documenting the students training. If the student is being recertified, please indicate that the student is an experienced technician, not requiring company training. Submit this form to the Aggregate QC/QA Engineer, Chris Whitley (cdwhitley@ncdot.gov) following the student/employer training. Upon submittal, a precertification date at the producer’s laboratory, or other approved laboratory, can be scheduled with an M&T representative.

It is preferred that students be precertified before attending class. However, if a precertification session cannot be held prior to the class date, an on-site evaluation will be conducted after the successful completion of the class. However, the student will have to conduct a flawless demonstration of the sampling/testing procedures during this evaluation, much like an assessment, before their certification will be activated. If the student is found not to be proficient, additional training will be required, and proficiency demonstrated to M&T before issuing the students certification.

Personnel renewing their QC/QA certification in sampling and testing have the option to take the written examination after the M&T representative completes the precertification process. If the technician demonstrates proficient testing/sampling procedures during the precertification, and passes the written examination, he/she will not be required to attend the QC/QA training classes to maintain their certification. However, if the technician fails the written exam, he/she will be required to attend the training class.

**Important** – Prior to a student attending class, or taking the written examination for a recertification, we must have received at minimum the appropriate enrollment form and application fee. A class confirmation letter will be sent for each student attending the training class. The aforementioned “Precertification Request” will be linked in this confirmation.

If you have any questions, please call Chris Whitley at (336) 667-5919.

cc: Mr. Jay Stem Jr., P.E.
    Mr. Brian Hunter, P.E.
    Mr. C.K. Su, P.E.
    Mr. Jim Sawyer, P.E.
    Mr. Christopher Whitley
    GeoMaterials file