

# Renewing Aggregate QC/QA Sampling and Testing Certifications

This process is only for those technicians with an active Sampling and Testing certification, who need to renew before their certification expires. If any of the below criteria apply, the student must register and attend one of the classroom sessions (Not the On-Site Option).

- 1) The technician's certification has already expired
- 2) The student is seeking certification for the first time
- 3) The technician wishes to renew the Sampling Only certification

To begin the Sampling and Testing recertification process, first access the Department's Aggregate QC/QA Sampling and Testing Class webpage:

<https://connect.ncdot.gov/resources/Materials/Pages/QCQAAggregateSamplingTestingClass.aspx>

It should be understood that technicians wishing to recertify for Sampling and Testing have two options, to recertify. Technicians seeking Sampling and Testing recertification do have the option to register for a classroom session if they choose. If however, they choose the option of an On-Site session, follow the directions below.

## **Renewal Process**

On the right side of the page there is a two-step process for recertification under the heading, "QC/QA Sampling and Testing ON-SITE Exam Registration (Certified Sampling and Testing Technician Renewal ONLY)"

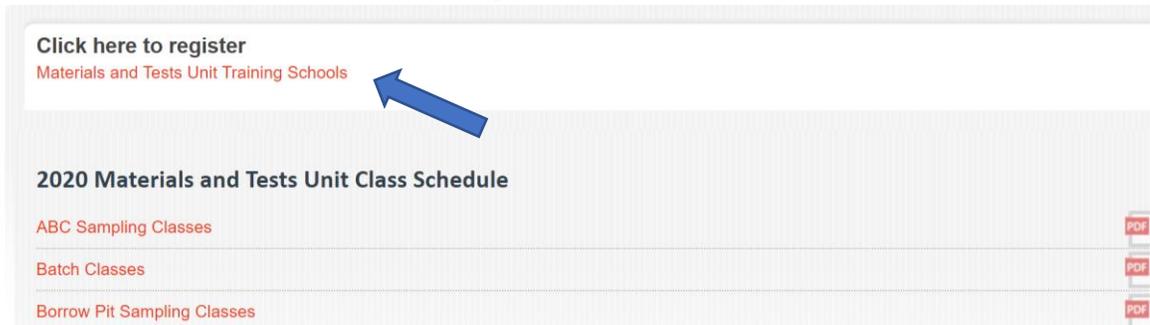
### **Step 1: Register for an On-Site Renewal Session**

- Click "Click Here" in the Green Box

The screenshot shows a webpage with a green box on the left containing the text: "Materials and Tests Unit Training Schools. For Materials and Tests 2020 Schools (includes Field, Lab, Coatings, Welding, QCQA - all training provided by the Materials and Tests Unit) **click the button below.**" Below this text is a green button labeled "Click Here" with a blue arrow pointing to it. To the right of the green box is a section titled "QC/QA Sampling and Testing ON-SITE Exam Registration (Certified Sampling and Testing Technician Renewal ONLY)". Under this heading are two steps: "STEP 1: RegOnline Registration Application" and "STEP 2: Precertification Request Form". Below the steps is a table titled "Grades" with columns for "Name" and "School". The table contains one row: "Grades QC-QA Testing February 18, 202 - Cary" and "QC/QA Aggregate Sampling and Testin Class".

Name	School
Grades QC-QA Testing February 18, 202 - Cary	QC/QA Aggregate Sampling and Testin Class

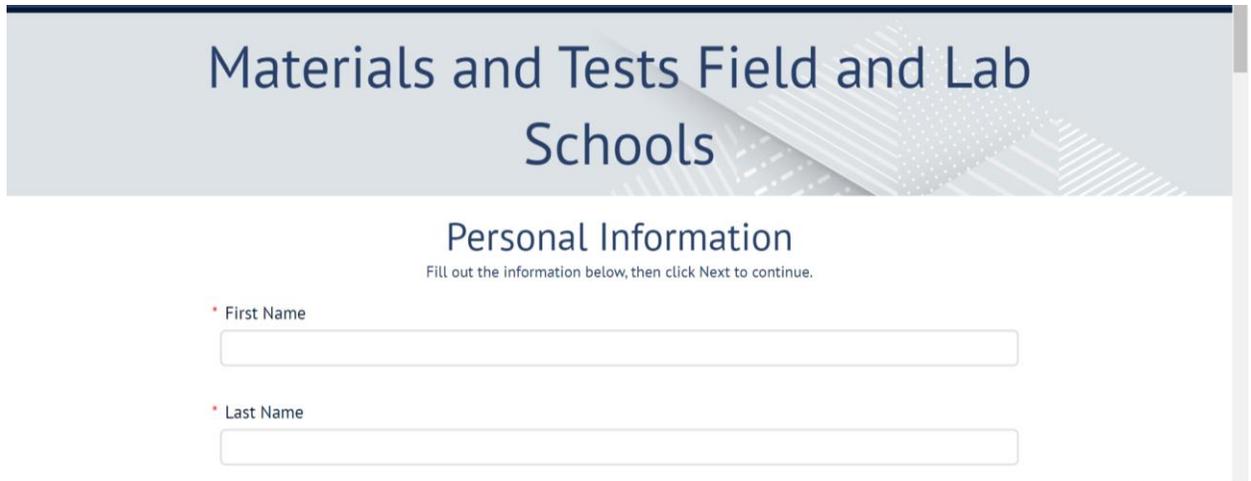
- The “Click Here” will direct the user to a page where the user can search for classes, or register for a class
  - **Click here to register** – Directs the user to the CVENT registration page
  - **2020 Materials and Tests Unit Class Schedule** – Displays classroom dates and locations
- Click on the link below “Click here to register”



- User will be directed to CVENT Registration Page. Click “Register Now”



- Complete required fields for “Personal Information”



- After accepting terms/conditions, scroll through the list of classes and click on the “Select” tab for the class the technician wishes to attend. **\*\*Important\*\* For Students seeking On-Site Recertification in Sampling and Testing, select option “ADMIN QC/QA SAMPLING & TESTING RECERTIFICATION (On-Site Sampling & Testing Only)”**.

**\*\*For technicians wanting to attend a classroom session, select the class date and location desired. If signing up for Sampling and Testing, be sure to sign up for both sessions for that date and location (1 for Sampling and 1 for Testing).**



1/1/20–12/31/20	<b>ADMIN QC/QA SAMPLING &amp; TESTING RECERTIFICATION (On-Site Sampling &amp; Testing Only)</b> On Site Location - Contact Chris Whitley - 336-903-9247 On-Site Sampling & Testing ONLY	\$150.00 <b>Selected</b> 38 remaining
5/12/20	<b>5/12/2020 QC/QA Sampling Marion May 12, 2020</b> McDowell Tech Community College, 54 College Drive, Marion, NC 28752 QC/QA Sampling	\$75.00 Select 28 remaining
5/12/20	<b>5/12/2020 QC/QA Testing Marion May 12, 2020</b> McDowell Tech Community College, 54 College Drive, Marion, NC 28752 QC/QA Testing	\$75.00 Select 28 remaining

- After choosing the desired session, click “Next” and review registration information. Click “Next” again to enter “Payment Method”.
- Click “Submit” and proceed to STEP 2

**Step 2: Precertification Request Form**

After successfully registering through CVENT, click on the link for STEP 2: Precertification Request Form.

Complete the required fields on the Precertification Request Form and submit to the Aggregate QC/QA Engineer, Chris Whitley at [cdwhitley@ncdot.gov](mailto:cdwhitley@ncdot.gov).

rev. Jan. 29, 2018

**North Carolina Department of Transportation**

**Request for QC/QA Sampling and Testing School Precertification**

**\*Please complete this form for all students registered for the Aggregate QC/QA Sampling and Testing Technician certification class. Upon completion, submit form to the Aggregate QC/QA Engineer, Chris Whitley, at [cdwhitley@ncdot.gov](mailto:cdwhitley@ncdot.gov), and a precertification date will be scheduled.**

Student's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Area Code and Number

**SELECT ONE.**

New Student:

Recertification Student:

Quarry/Pit Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Area Code and Number

Quarry/Pit Location: \_\_\_\_\_

Class Location: \_\_\_\_\_ Class Date: \_\_\_\_\_

**For New Students Only:** I attest that \_\_\_\_\_  
Print Student's Name

has received an adequate amount of training in sampling and testing aggregates, and is familiar with the necessary procedures, enough that he/she is prepared to be precertified by an M&T representative.

Local QC Technician who Trained Student: \_\_\_\_\_  
Print Local QC's Name

\_\_\_\_\_  
Local QC Tech's Signature

**For Recertification Students Only:** I attest that I \_\_\_\_\_  
Print Student's Name

am a current, experienced, QC/QA Sampling and Testing Technician not requiring further training by my company. I possess the necessary skillsets to be precertified by an M&T representative.

Student: \_\_\_\_\_  
Print Name

Student: \_\_\_\_\_  
Signature

**\*M&T Office Use Only\***

Date Precertified: \_\_\_\_\_

Precertified By: \_\_\_\_\_  
Signature

**\*Submit completed form to M&T Processing Assistant and Aggregate QC/QA Engineer**